

Welcome to the Hanover School Division Parent Portal

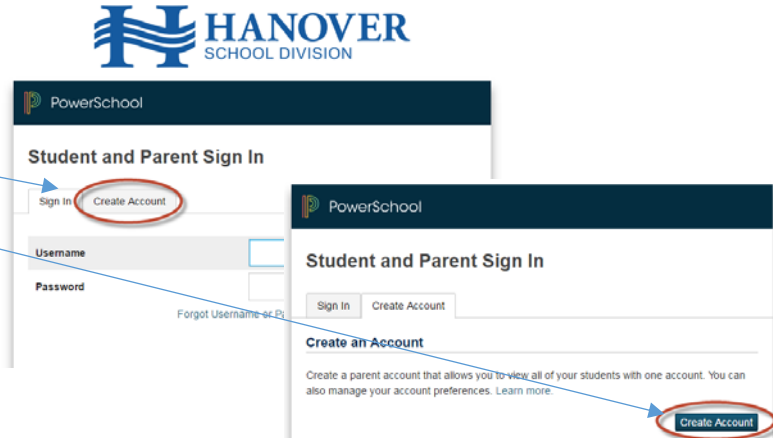
The HSD Parent Portal provides parents and guardians access to a secure and private web portal where they have the ability to view information regarding their child.

To access your child's information, you will need to create a Parent Access Account. In order to create the account, you must have a unique Access ID for each student you wish to add to your account. This information is provided to you by your child's school. If you did not receive the information, please contact the school office.

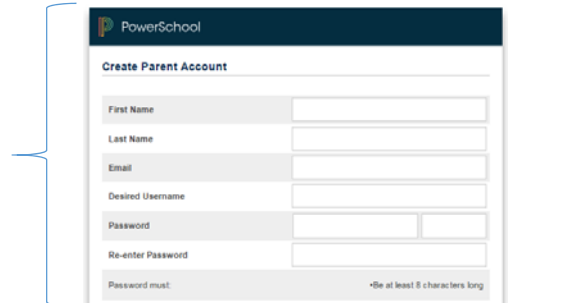
You can attach all your children to your account so that you only need 1 login for all of them.

CREATING A PARENT PORTAL ACCOUNT

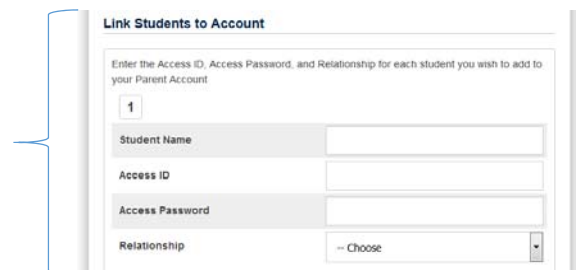
1. Visit <https://hsd.powerschool.com>
2. Select the CREATE ACCOUNT tab.
3. Click CREATE ACCOUNT.



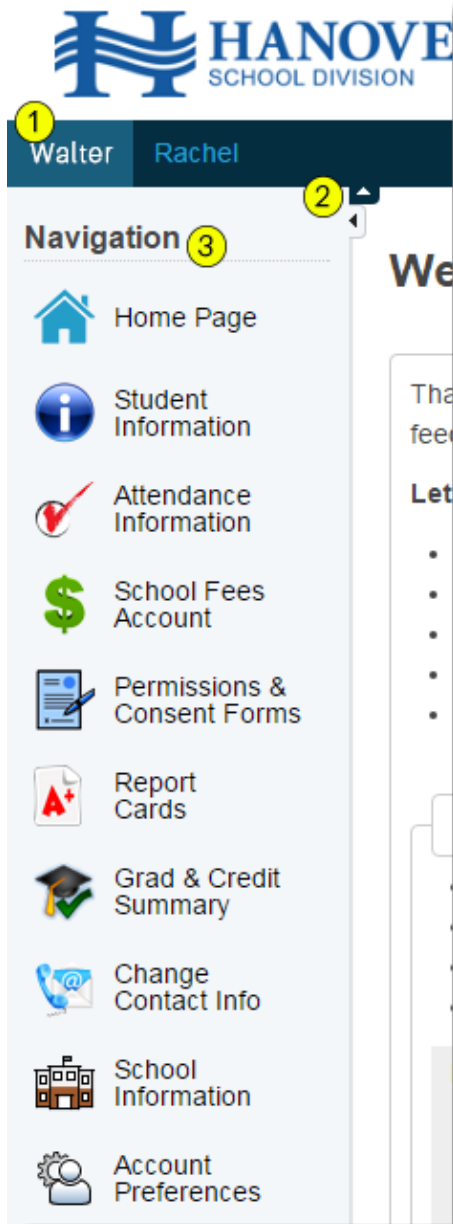
4. Enter your FIRST and LAST name, and your EMAIL address.
5. Choose a USERNAME and PASSWORD. If 2 parents set up accounts, each username will need to be unique.



6. Enter your child's name (try first name only).
7. Enter the Access ID that was provided to you by your school for that child (note that this is CASE SENSITIVE). Each child has their own Access ID.
8. Enter the Access Password. The password is the child's date of birth in this format: m/d/yyyy.
Examples:
April 7, 2012 enter 4/7/2012
December 17, 2012 enter 12/17/2012
9. Enter your relationship to the child.
10. Scroll to the bottom and click ENTER.




11. We recommend that you initially create your account for 1 child only and then add other children using the Account Preferences option once you have logged in for the first time.
12. Scroll to the bottom of the page and click enter.
13. If successful, you will see a message prompting you to login. If there is an error, you will see a message indicating which information needs to be changed.
14. If you forget your user name or password, click the **FORGOT USERNAME OR PASSWORD** link. You should receive an email to help you get logged in.



Once logged into the Parent Portal, you will see the home page and a menu bar on the left.

- 1 Student Bar – All student names associated with your account will be shown here. Select the student name to see their information.
- 2 The two small arrows collapse the top or left menu bars, giving your screen a larger information area. Click the collapsed arrows to expand again.
- 3 The **Navigation Menu** shows you the options available for the child you have selected.
 - **Home Page** – Brings you back to the start page.
 - **Student Information** – Displays several tabs of information including registration verification information, transportation, course enrollments and parent volunteer information.
 - **Attendance Information**¹ – Displays all attendance entries, including past years, and allows you to excuse absences for your child.
 - **School Fees Account** – Displays the student’s school account transactions and balance. Also allows you to add funds through an online payment.
 - **Permissions & Consent Forms** – Allows you to view and approve consent forms.
 - **Report Cards**² – Displays links to the student’s report cards.
 - **Grad & Credit Summary**³ – Displays the student’s current graduation progress and all earned credits to date.
 - **Change Contact Info** – Allows you to request change of information such as addresses and phone numbers.
 - **School Information** – Displays the school’s event calendar and contact information.
 - **Account Preferences** – On the PROFILE tab you can edit your account information as well as view who has access to your child’s account. Selecting the STUDENTS tab allows you to add additional children to your account.

 Clicking on the info button will show you information and help for the screen you are viewing.

Attendance history goes back to 2012-2013.

1. Report Card history goes back to June 2016.
2. Grad and Credit Summary is for reference only. Be sure to consult with your child’s school if you have any questions or concerns.