

Hinsdale Elementary School - Parent Users Guide 2013-2014

Parents,

Please read this important information so you can access your student's PowerSchool information. You will also be able to create your own User Names and Passwords.

You will need to go to the PowerSchool login page:

<http://www.hnhsd.org/~hes> look under the Parent area click onto the PowerSchool link. You will see the following screen:

The screenshot shows two sections: 'Login' and 'Create an Account'. The 'Login' section has fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section has a 'Create Account' button and descriptive text about creating a parent/guardian account.

1. Click the Create Account button

2. The screen below will appear

The form is titled 'Create Parent/Guardian Account' and is divided into two main sections: 'Create Parent/Guardian Account' and 'Link Students to Account'. The first section contains fields for First Name (Joshua), Last Name (Toll), Email (jtoll@mail.com), Desired User Name (jtoll), Password (masked with dots), and Re-enter Password (masked with dots). A strength indicator shows 'Strong'. The second section, 'Link Students to Account', includes instructions to enter Access ID, Access Password, and Relationship for each student. It features a table with columns for Student Name, Access ID, Access Password, and Relationship. The first row is filled with 'Alex Toll', '2884', '****', and 'Father, natural/adoptive'. Below the table is an 'enter' button.

Student Name	Access ID	Access Password	Relationship
1. Alex Toll	2884	****	Father, natural/adoptive
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

This is where you will setup access to ALL your students.

- Enter an E-Mail address – Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (No apostrophe's and do not use any email address).
- Password (No apostrophe's and it must be at least six characters)
- Enter the Name of each Student you wish to associate with.
- Enter the Access ID and Access Password for each student.

****Access ID's and Access Passwords are found in the attached letter.****

- Select the relationship you are to the student.

3. Click Enter when you have completed this link to all of your students.

4. Assuming you are successful, you will receive this message.



Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

[Having trouble logging in?](#)

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

Do not set your browser to save passwords to this site. It will cause your password to appear not to work!

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.



- Select the appropriate name to change the page to that student's information.



What if you forget your login information?

On the login page click on Having Trouble Logging in?

If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the **E-Mail address listed when you set up your account.**

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.

If you forgot your User Name:

- Click on the Forgot User Name tab
- **Enter your E-Mail Address listed when you set up your account.**
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.

Login

User Name

Password

[Having trouble logging in?](#)

Submit

Recover Account Login Information

To recover your account login information, provide the information below.

Forgot Password? | **Forgot User Name?**

User Name

Email Address

Enter