Creating a Single Sign-On Login Account in PowerSchool

Single Sign-On enables you to create one login account to access information about your students without having to use a separate login and password for each student.

In order to create an account, you must use the Access ID and Password provided by the school. You will also need the Access ID and password for each student you want to associate to your parent account.

How to Create a Parent Account

1. Open your web browser to **http://www.wallenpaupack.org**, click on the **Login** link, and select **PowerSchool for Parents/Students** from the pop-up menu. The Parent Sign In page appears.

2. Click the **Create Account** tab. The Create Account page appears.

3. Click **Create Account**. The Create Parent Account page appears.

4. Use the following table to enter information in the Create Parent Account section:

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes and confirmations.
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Parent portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
Password	Enter the password you would like to use when signing in to the PowerSchool Parent Portal. Your password must be at least 6 characters long.
Re-Enter Password	Enter your password again exactly as you entered it in the above field.

5. Use the following table to enter information in the Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. **Note:** Regardless of the name you enter, the system will populate the name based on the Access ID and Access Password for the student.
Access ID	Enter the unique Access ID for the student printed on the front of this letter.
Access Password	Enter the unique Access Password for the student printed on the front of this letter.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

6. Click **Enter**. The Parent Sign In page appears. You may now use the Username and Password you created to access your student's records each time you use the portal.

For more information, please go to http://www.wallenpaupack.org, click on "PowerSchool" in the left side menu, then click on the **How to use the Parent Portal** link.