

Parent Access

Parent Access allows parents of 3rd – 8th grade students to view their grades online. It also allows ALL USERS to update their contact information and view all messages sent from the alert system. Students in grades PK-2nd will not be able to view grades. **Note: We do not use the School Bulletin, Class Registration, or Food Service icons.**

Direction #1 - How to Create a Parent/Guardian Account

Use this procedure to create a new parent/guardian account. When creating the account, you will need the Access ID and password for each student you want to associate to your parent/guardian account.

1. Open your Web browser to <https://archbalt.powerschool.com/public.html>. The Log In page appears.
2. Click **Create Account**. The Create Parent/Guardian Account page appears.
3. Use the following table to enter information in the Create Parent/Guardian 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 confirmations.

Desired User Name	Enter the user name you would like to use when logging into 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. Do not use an e-mail address as your username.
Password	Enter the password you would like to use when logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 6 characters.
Re-enter Password	Re-enter the password you would like to use when logging into the PowerSchool Parent Portal. The password you enter must match the password entered in the Password field.

4. Use the following table to enter information in **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 password for the student.
Access ID	Enter the unique access ID for the student. See letter

Access Password	Enter the unique access password for the student. See letter
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu (mother, father, etc).

5. Enter other children following the same directions.
6. Click **Save**. The Login page appears.

Direction #2 - How to Log In to PowerSchool Parent Portal

1. Open your Web browser to <https://archbalt.powerschool.com/public/home.html>. The Log In page appears.
2. Enter your username in the first field.
3. Enter your password in the second field.

Note: The characters appear as asterisks (*) to ensure greater security when you log in.

4. Click **Save**. The PowerSchool Parent Portal start page appears.

Direction #3 - How to Recover Your Password

If you have forgotten your PowerSchool Parent Portal password, you will be unable to log into the PowerSchool Parent Portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then log back into the PowerSchool Parent Portal, where you will then be required to change your password.

Note: The security token is only valid for **30 minutes**. If it expires before you can reset your password, perform the [How to Recover Your Password](#) steps again.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.
2. Click **Having trouble logging in?** The Recover Account Login Information page appears.

3. Click the **Forgot Password?** tab, if needed.
4. Enter your user name in the first field.
5. Enter your email address in the second field.
6. Click **Save**. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.

Direction #4 - How to Recover Your User Name

If you have forgotten your PowerSchool Parent Portal user name, you will be unable to log into the PowerSchool Parent Portal. Use this procedure to recover your current user name. Once you provide your email address, your current user name will be sent to your email.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.
2. Click **Having trouble logging in?** The Recover Account Login Information page appears.
3. Click the **Forgot User Name?** tab.
4. Enter your email address in the first field.
5. Click **Save**. A confirmation message appears indicating an email has been sent to you with your current user name.

Direction #5 - How to Reset Your Password

1. Log In to PowerSchool Parent Portal. Click Account Preferences on the left side.
2. Click the blue pencil next to the password field.
3. Use the following table to enter information in the fields:

Field	Description
Current Password	Enter your PowerSchool Parent Portal password.
New Password	Enter your new PowerSchool Parent Portal password. Note: Your new password must be different from old password.

Confirm Password	Re-enter your new PowerSchool Parent Portal password.
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4. Click **Save**.

Direction #6 – How to Add a Student to an Existing Account

1. Log in to your account. Click Account Preferences on the left side of the screen.
2. Click the Students tab at the top and click Add.
3. Use the following table to enter information in **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 password for the student.
Access ID	Enter the unique access ID for the student. See letter sent home
Access Password	Enter the unique access password for the student. See letter sent home
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

4. Enter other children following the same directions.

5. Click **OK**.
6. You will see the additional child on the top left of the screen, under the PowerSchool icon.

Direction #7 – How to Log in to the Parent Access App

1. Download the PowerSchool for parents (PowerSchool Mobile) app from iTunes or Google Play.
2. Enter the District Code – **PJQM**, your username and password.
3. If you don't remember your username or password, please refer to #3-5 above.

Direction #8 – How to Change Contact Information in Parent Access

1. Once you are logged in, click on SwiftReach SwiftK12 on the left side. Click on Contact Information to change a phone number or email address.
2. Click on Alert Preferences to choose which phone numbers and email addresses you want contacted for what type of alert. We do not use Attendance, Fee Alerts, or Lunch Balance.
3. Emergency messages will be sent to ALL phone, email, and SMS contacts.
4. **Note:** You will be able to see all messages sent by the alert system to your email address on the home tab. Messages will only be sent to the youngest student if they are being sent to all grade levels.

Direction #9 – Email Notification for grades 3-8

1. Once you are logged in, click on Email Notification on the left side. Enter the email address you would like grade information sent to, choose how often, and click Submit. **Note:** We do not use School Announcements or Balance Alerts.