

## PARENT PORTAL LOGIN ACCOUNT SETUP

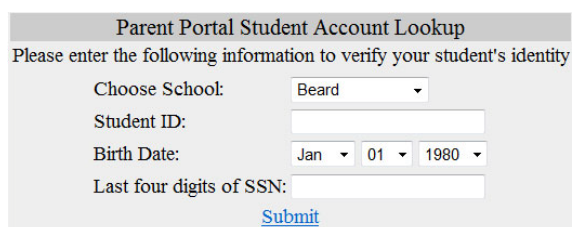
### STEP ONE - GET STUDENT ACCOUNT IDs AND PASSWORDS

Most student account IDs and passwords can be retrieved through the Student Account ID Lookup Program found at

<http://mcs.monet.k12.ca.us/parents/Pages/StudentAccountLookup.aspx>.

Parents will need to have the following information available in order for the account ID lookup to work:

- School site
- Student ID
- Birth Date
- Last four digits of SSN



The screenshot shows a form titled "Parent Portal Student Account Lookup". Below the title is the instruction "Please enter the following information to verify your student's identity". The form contains four input fields: "Choose School:" with a dropdown menu showing "Beard"; "Student ID:" with a text input field; "Birth Date:" with three dropdown menus for month (Jan), day (01), and year (1980); and "Last four digits of SSN:" with a text input field. A "Submit" button is located at the bottom right of the form.

If this method does not work, you may request that your login information be sent to you by contacting your school's office. A letter will be mailed to you with your login information. Login ID's and passwords will not be given out over the phone, or in an email, to protect the confidentiality of your son/daughter's information.

### STEP TWO - CREATE PARENT PORTAL ACCOUNT(S)

- A. There are two separate parent portals; one for grades K-8 and one for high school. If you have students in both grade levels you will need to create an account for both portals. Once you have retrieved the Student Account Codes from Step One above, follow the links below to set up your account and register your student codes. (You will need to click on the button that says *CREATE ACCOUNT*.)

K - 8th grade:

<https://psk8.monet.k12.ca.us/public/>

9 - 12th grade: <https://pshs.monet.k12.ca.us/public/>



The screenshot shows a "Login" form. At the top, it says "Returning users login here" in red. Below this are two input fields: "User Name" and "Password". A red arrow points to the "User Name" field. Below the "Password" field is a link that says "Having trouble logging in?". At the bottom right is a "Submit" button.

#### Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

**First-time users start here**

[Create Account](#)

# POWER SCHOOL PARENT PORTAL

B. Complete the parent user information and enter the Student Account ID and Password for each student in that grade range.

## PowerSchool High School District

**Create Parent/Guardian Account**

First Name	<input type="text" value="Ellen"/>
Last Name	<input type="text" value="Ochoa"/>
Email	<input type="text" value="eochoa@yahoo.com"/>
Desired User Name	<input type="text" value="Ellen Ochoa"/>
Password	<input type="password" value="....."/> <b>Strongest</b>
Re-enter Password	<input type="password" value="....."/>

**Link Students to Account** **From Student Account Lookup**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1. <input type="text" value="Eric"/>	<input type="text" value="123456"/>	<input type="password" value="....."/>	<input type="text" value="Mother, natural/adoptive"/>
2. <input type="text" value="Susana"/>	<input type="text" value="123457"/>	<input type="password" value="....."/>	<input type="text" value="-- Choose"/>
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="Father, natural/adoptive"/>
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="Mother, natural/adoptive"/>
			<input type="text" value="Grandfather"/>

### STEP THREE - RETURNING USERS

Once you have set up your parent login(s) and associated your students to your login by entering their Student Account IDs and passwords, you may login directly by entering your Parent Username and Password that you created in Step Two above.