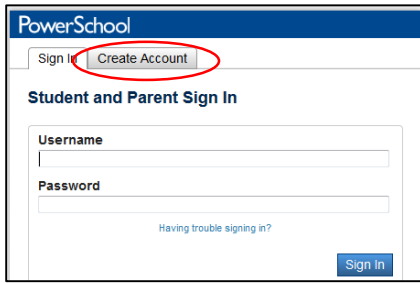


HOW TO CREATE A PARENT PORTAL ACCOUNT

1. Go to <http://www.lsc.k12.in.us>
2. Click on Explore, For Parents and then PowerSchool Parent Portal.
3. Click Create Account (second tab):



PowerSchool

Sign In **Create Account**

Student and Parent Sign In

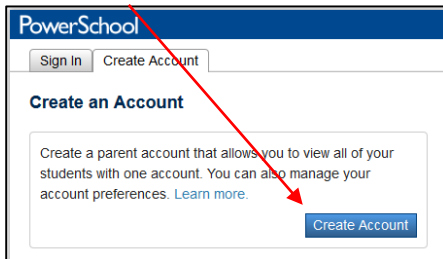
Username

Password

[Having trouble signing in?](#)

Sign In

4. Click Create Account at the bottom:



PowerSchool

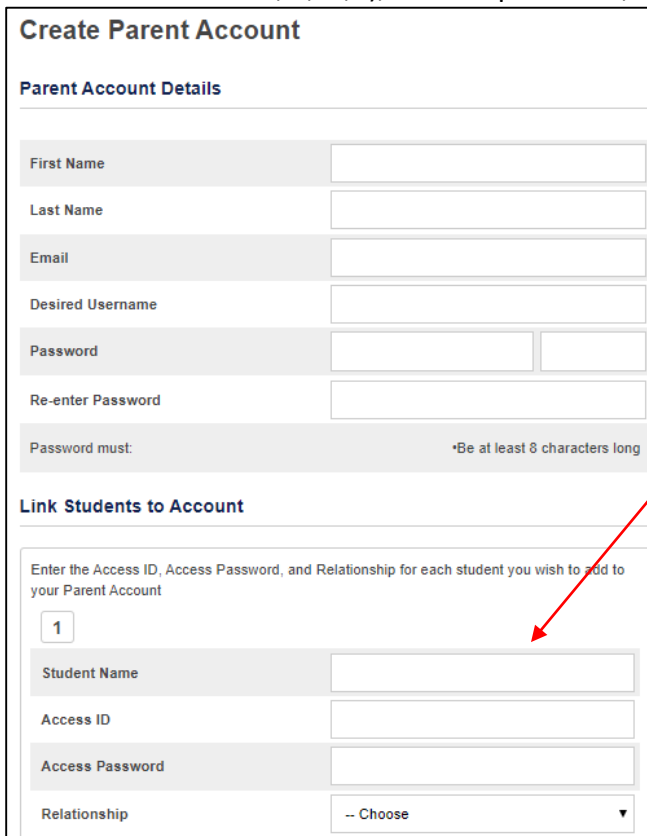
Sign In **Create Account**

Create an Account

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

Create Account

5. Enter PARENT's first name, last name, email address, desired username (no special characters such as @, #, &,*), desired password, and re-enter desired password:



Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: *Be at least 8 characters long

Link Students to Account

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

1

Student Name

Access ID

Access Password

Relationship -- Choose

Enter the student's name, Access ID, Access Password, and choose relationship for each child you are linking to your account. You can link up to 7 students to your account.

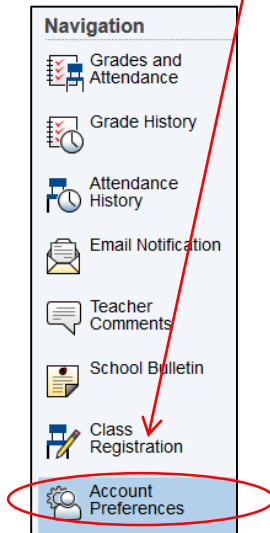
The Access ID is usually the student's first and last name (lowercase with no spaces).

The Access Password is usually 3 numbers and 3 capital letters.

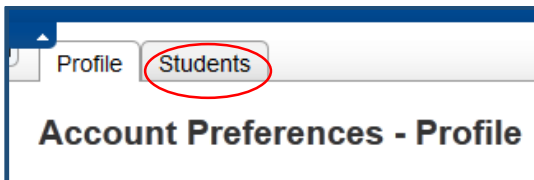
6. Click Enter at the bottom of the page when you are finished.
7. The Parent Sign In page should come up and you can login with the username and password you just created.

How to add a student to an existing Parent Portal account:

1. Click Account Preferences on the left side of the screen after logging into the Parent Portal:



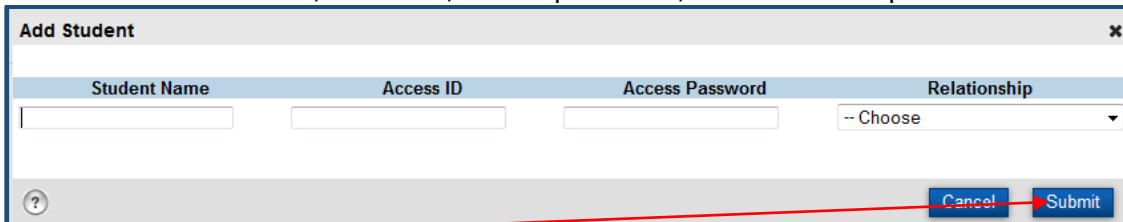
2. Select the Students tab:



3. Click the Add+ button:



4. Enter the student name, access ID, access password, and relationship:



A screenshot of the "Add Student" form. The form has a title bar "Add Student" and a close button "x". It contains four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu with "-- Choose" selected. At the bottom right, there are "Cancel" and "Submit" buttons. The "Submit" button is circled in red.

5. Click Submit at the bottom.

6. You can switch students by clicking on the student name in the upper left corner of the page.

