

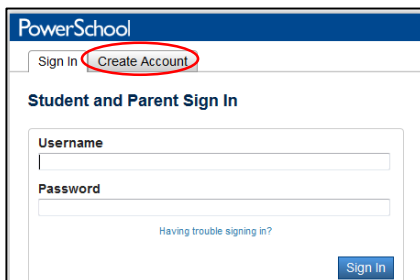
Creating a Parent Portal Account

Logansport Community School Corporation is utilizing Parent Portal Single Sign On to allow parents to create their username and password to access all of their children's academic information.

Before you begin, you will need a personal email account. You will also need to know your Access IDs and Access Passwords for each of your children. If you do not have that information, you can call your child's school after July 20th to obtain it.

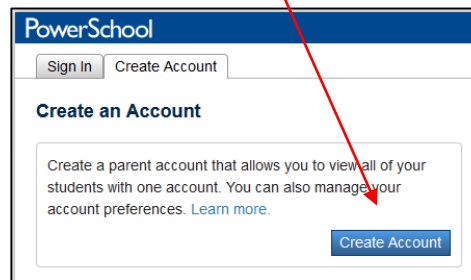
To begin, go to LCSC Parent Portal at <http://www.lcsc.k12.in.us> and follow the link to Parent Portal.

Click Create Account (second tab):

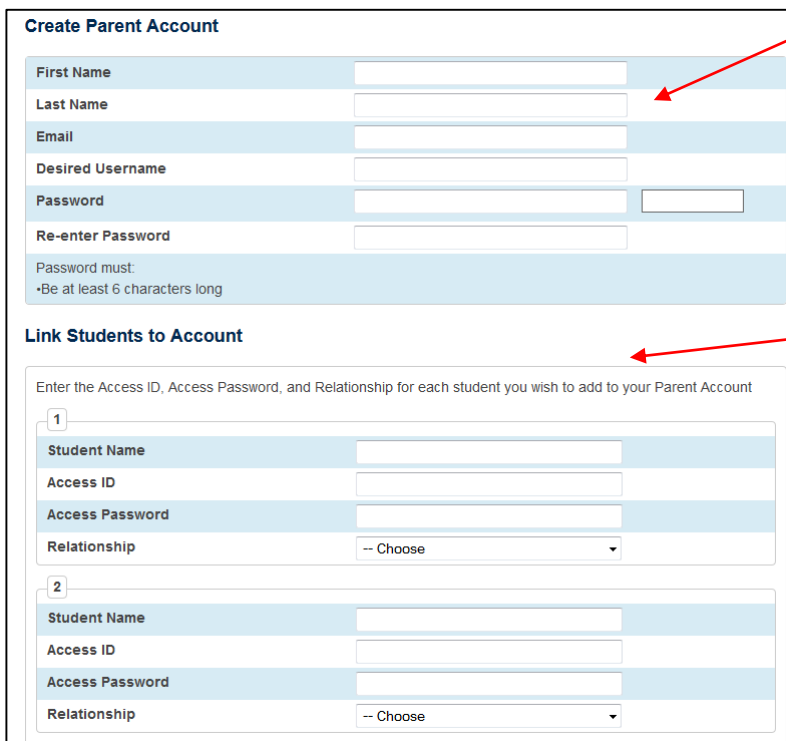


The screenshot shows the PowerSchool login page. At the top, there are two tabs: "Sign In" and "Create Account". The "Create Account" tab is circled in red. Below the tabs, the page is titled "Student and Parent Sign In". There are two input fields: "Username" and "Password". Below the "Password" field, there is a link that says "Having trouble signing in?". At the bottom right, there is a "Sign In" button.

Click Create Account at the bottom:



The screenshot shows the "Create an Account" page. At the top, there are two tabs: "Sign In" and "Create Account". Below the tabs, the page is titled "Create an Account". There is a paragraph of text: "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.](#)" At the bottom right, there is a "Create Account" button. A red arrow points from the text above to this button.



The screenshot shows two forms. The first form is titled "Create Parent Account" and has the following fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Below the "Password" field, there is a note: "Password must: •Be at least 6 characters long". The second form is titled "Link Students to Account" and has a heading: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". There are two numbered sections, each with the following fields: "Student Name", "Access ID", "Access Password", and "Relationship" (a dropdown menu with "-- Choose" selected).

Under Create Parent Account:

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

Under Link Students to Account:

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).

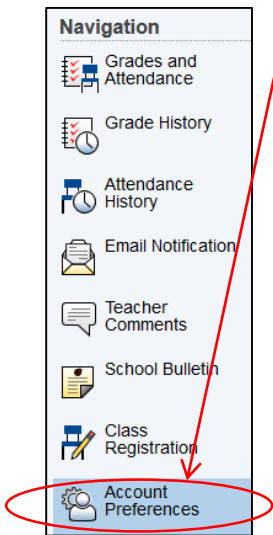
The Access Password is usually 3 numbers and 3 capital letters.

Click Enter at the bottom of the page when you are finished.

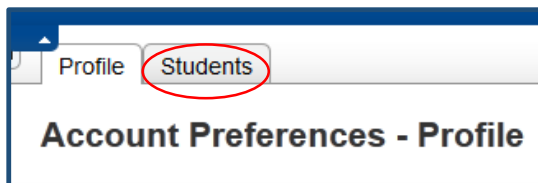
The Parent Sign In page should come up and you can login with the username and password you just created.

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

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



Select the Students tab:



Click the Add+ button:



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

The "Add Student" form has 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. A red arrow points from the "Submit" button towards the right side of the page.

Click Submit at the bottom.

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

