

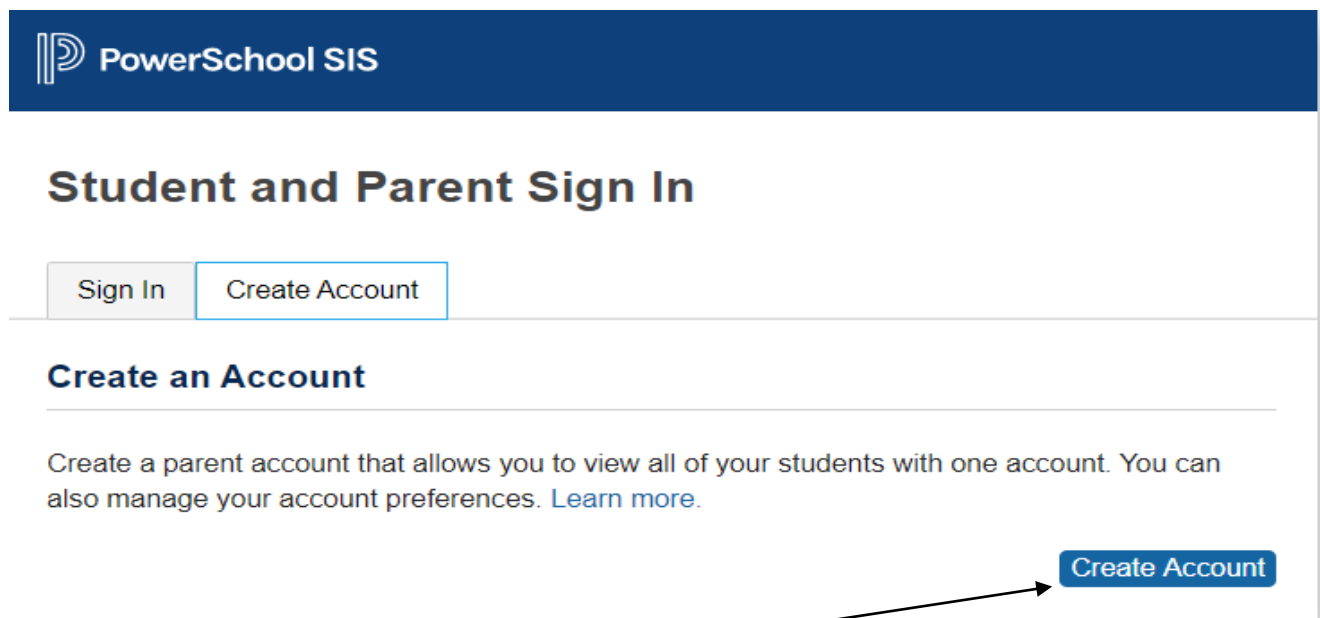
START HERE!

PowerSchool Parent Portal Instructions for Setting Up your Account

1. Launch a web browser (Google Chrome, Microsoft Edge, Safari or FireFox) and type the following URL into the address bar: <https://elkhorn.nebps.org/public/home.html>
2. When this screen appears you must click on the **Create Account** tab for the first time before you Login with a User Name and Password.



The screenshot shows the PowerSchool SIS login page. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is the title "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is selected, indicated by a blue border and a black arrow pointing to it from the text above. Below the tabs are three input fields: "Select Language" (a dropdown menu set to "English"), "Username" (a text box with a cursor), and "Password" (a text box). Below the password field is a link that says "Forgot Username or Password?". At the bottom right is a blue "Sign In" button.



The screenshot shows the "Create an Account" page on the PowerSchool SIS portal. It has the same dark blue header and "Student and Parent Sign In" title. The "Create Account" tab is selected and highlighted with a blue border. Below the tabs is the heading "Create an Account". Underneath 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 is a blue "Create Account" button, with a black arrow pointing to it from the text below.

3. Click on **Create Account**

4. When this screen appears, enter your information under **Create Parent Account/Parent Account Details:**

Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/> <input type="password"/>
Re-enter Password	<input type="password"/>
Password must:	•Be at least 8 characters long

First Name: Parent First Name

Last Name: Parent Last Name

Email: The Email Address to which you wish to have Student Notifications and Correspondence sent (only one account per email).

Desired Username: The Username you wish to use every time you log in to PowerSchool. Do not use the character @ in your Username.

Password: The Password you wish to use every time you log in. Must be at least 8 characters long.

Re-enter Password: Re-enter the Password you just entered.

5. Under **Link Students to Account**, enter the information found in the mailed letter you received from Elkhorn Public Schools.

On the first line, key in the name (First AND last name) of your son or daughter followed by the **Access ID** and **Access Password**.

Then, click on the dropdown under Relationship and choose your relationship to your child. If you have other children, repeat this step on the next line(s) with the information on the other letter(s) mailed to you.

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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▼

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▼

When you have completed this form click the blue **Enter** button.

Enter

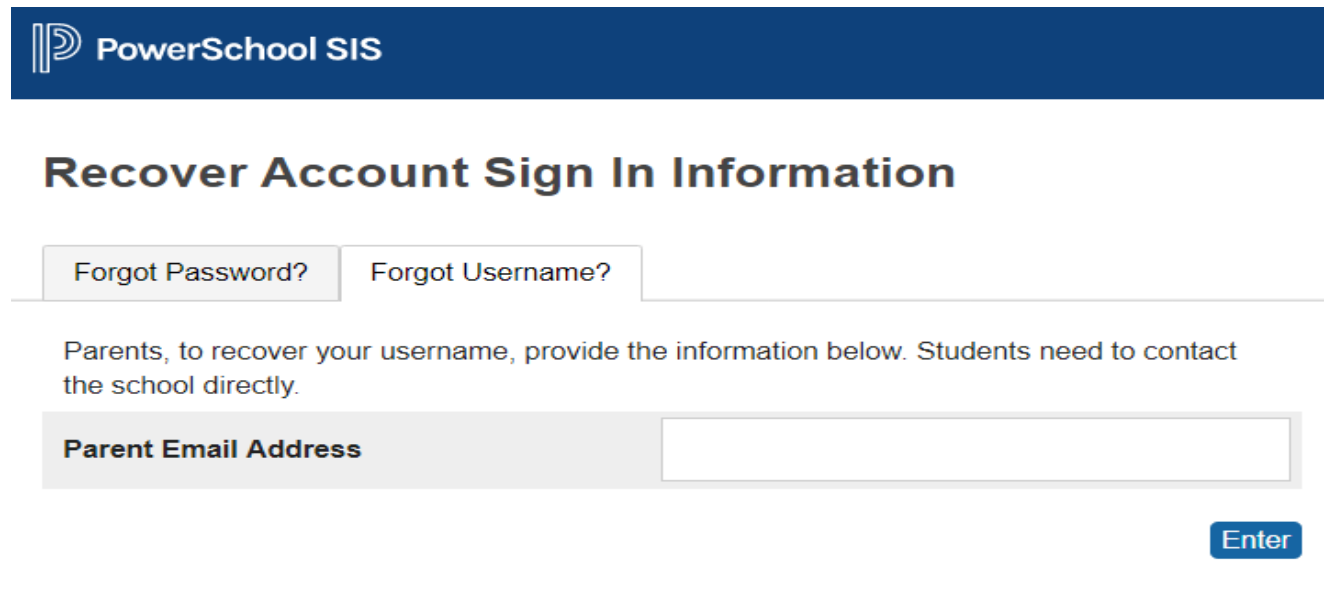
6. The Login screen will appear. Now you can enter the **Username** and **Password** you created in **step 3**.



The screenshot shows the PowerSchool SIS login interface. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is the title "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs is a "Select Language" dropdown menu set to "English". There are two input fields for "Username" and "Password". Below the password field is a link for "Forgot Username or Password?". At the bottom right is a blue "Sign In" button.

7. If you get an error message you can try again or click on **Forgot Username or Password?**

When the Recover Account Sign In Information screen appears, you can choose to recover either your **Password** or your **Username**.



The screenshot shows the PowerSchool SIS "Recover Account Sign In Information" screen. It has a dark blue header with the PowerSchool SIS logo. Below the header is the title "Recover Account Sign In Information". There are two tabs: "Forgot Password?" and "Forgot Username?" (selected). Below the tabs is a paragraph of text: "Parents, to recover your username, provide the information below. Students need to contact the school directly." Below this text is a "Parent Email Address" input field. At the bottom right is a blue "Enter" button.

If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.

Having trouble? Contact your specific school by phone or the Elkhorn Public Schools Central Office at 402-289-2579.