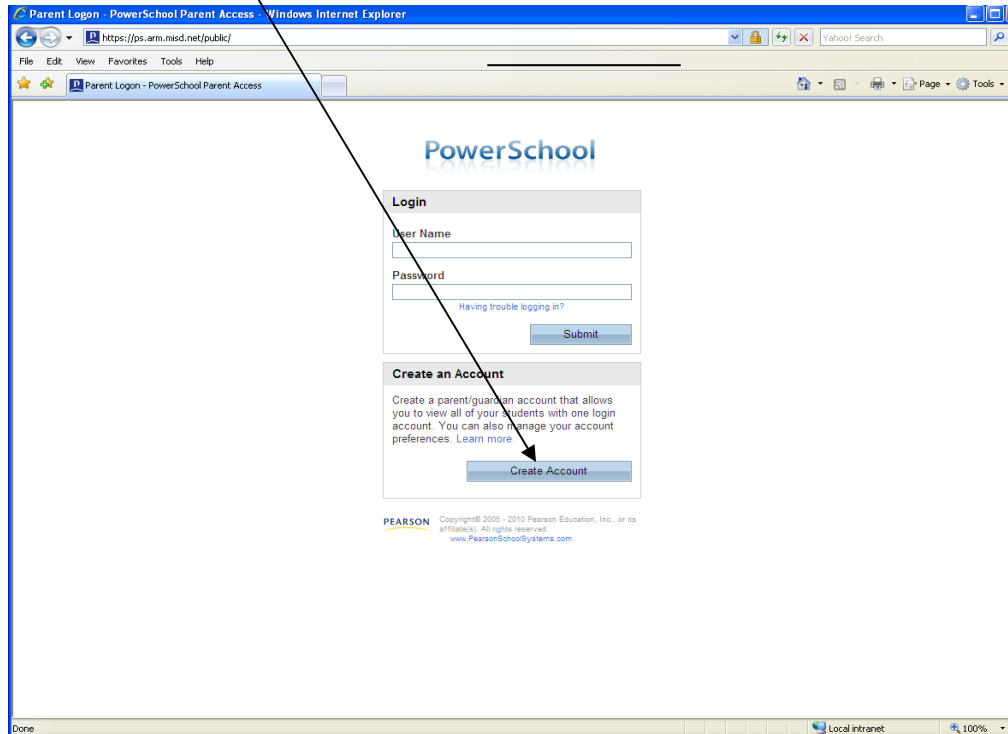
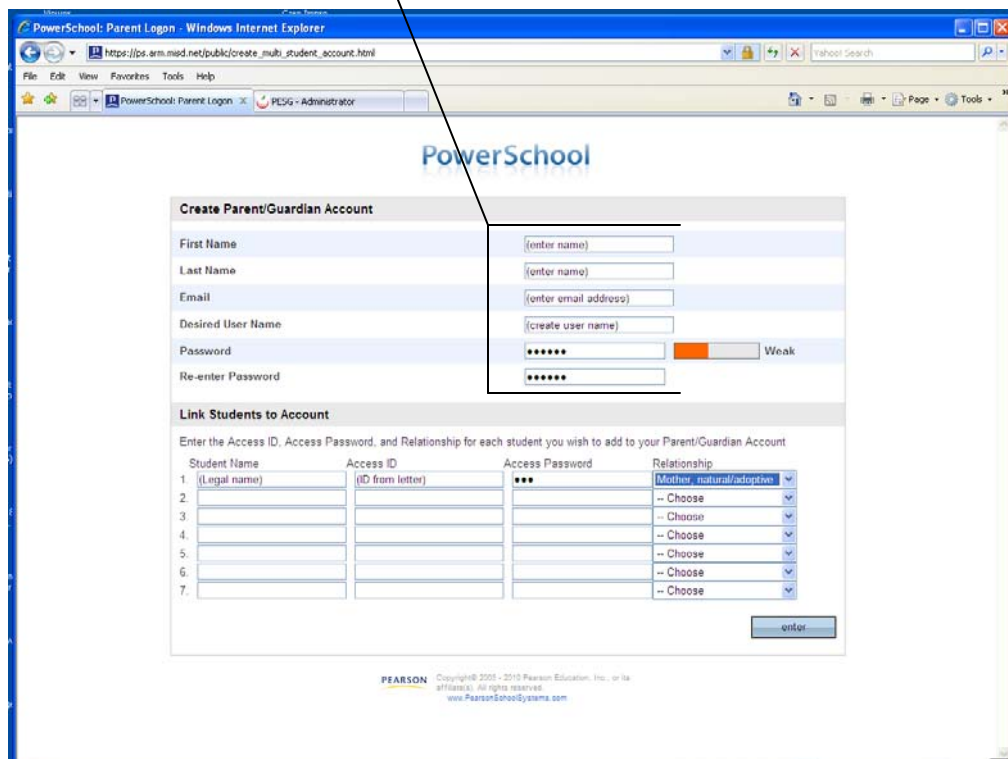


## Powerschool Tutorial-Setting up an Account

1. If you do not yet have a Access ID / Access Password you must fill out a parent portal agreement, turn it into the office and you will be issued one.
2. Go to the Armada Area Schools Website: [www.armadaschools.org](http://www.armadaschools.org). Choose the Krause Early Elementary link.
3. Click on the link on the lower right hand side of the screen that reads “Powerschool.”
4. Click on Create an Account.

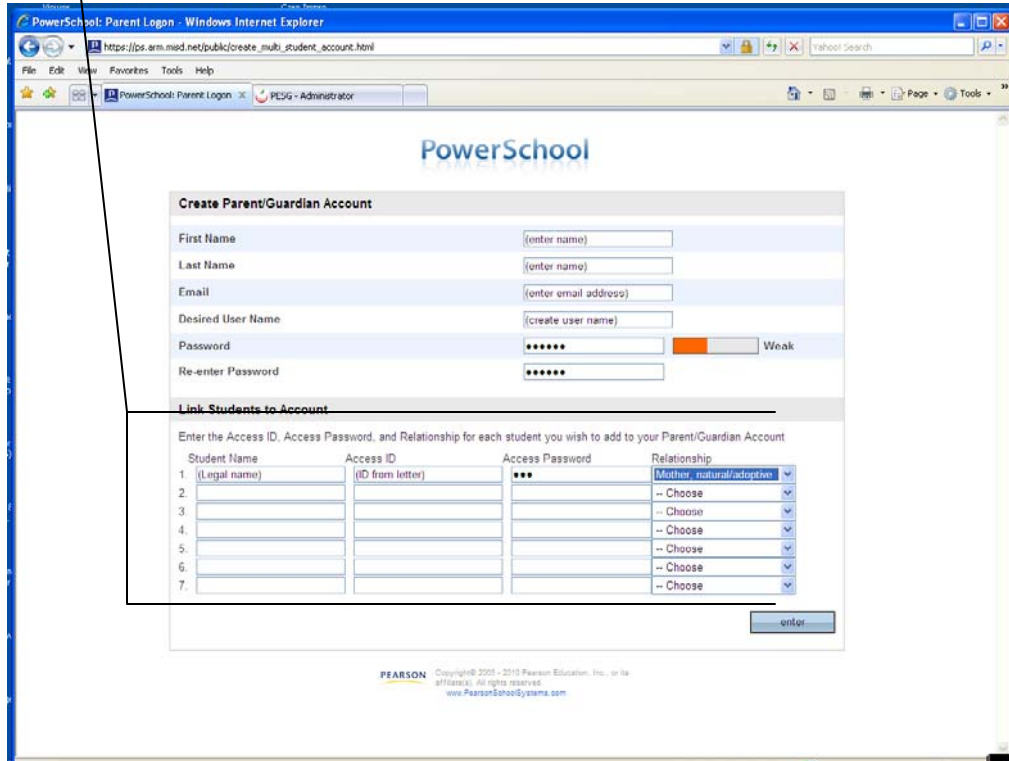


5. Fill in your name (parent/guardian), email you supplied on your Parent Portal Agreement, desired user name/password (you may choose any user name/password). We would suggest choosing one you are familiar with so it is easy to remember.



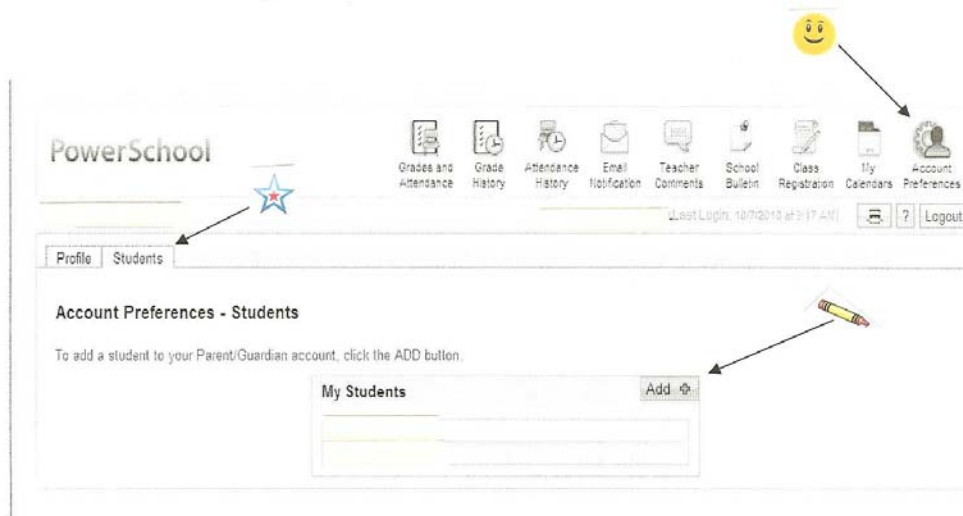
For this step you need the Access ID/Access Password supplied to you by the school.

6. Type in your students name, Access ID (This is case sensitive and will start with a capital letter, the ID may consist of 3-4 letters and may or may not have numbers after it), enter Access Password then use the drop down menu to choose your relationship. Repeat this for each student you have that attends Armada Schools.






7. Click submit at the bottom of the page and it should take you back to a log in screen and tell you congratulations.
8. Log in using the user name/password that you just created for yourself. You will see tabs listed with the name(s) of any child/children you registered (above).

## Add a Student to your Existing Powerschool Account



To Add a student to your existing account:

-  Click on Account Preferences Icon
-  Click on the Students Tab
-  Click on the Add Button

You will then put in your student's name and the Access ID and Access Password that your school has given you for this student.