PowerSchool Account Creation:

(If you have a PowerSchool parent account, please feel free to skip this step)

1. Go to the Pleasant Ridge School District PowerSchool Portal at https://psprsd.org/public. You can also find a link at our school websites by clicking Check Grades Online under the Parents menu
2. Once you are at the PRSD PowerSchool Portal, click the Create Account tab on the login screen

3. Click the blue Create Account button toward the bottom right
4. Please enter the necessary information under the Parent Account Details section
5. Under the Link Students to Account section, you notice 3 fields (per child) that need to be completed--Student Name, Access ID, and Access Password. Let's tackle these one at a time
   a. Student Name: Please enter your child's name
   b. Access ID: Please enter the Access ID that was in a letter sent home by the district. If you do not have this letter, please feel free to contact your child's school
   c. Access Password: Please enter the Access Password that was in a letter sent home by the district. If you do not have this letter, please feel free to contact your child's school

Here is an example of the account creation screen filled out:

Parent Account Details

First Name	Parent
Last Name	Guardian
Email	prsdparent@emailprovider.com
Re-enter Email	prsdparent@emailprovider.com
Desired Username	superparent
Password	••••••••••••••••••••••••• **Strongest**
Re-enter Password	•••••••••••••••••••••••••

Password must: •Be at least 8 characters long •Not be a well known password

Link Students to Account

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

1

Student Name	Super Student
Access ID	Stu12
Access Password	••••••••••••••••••

2

Student Name	Student Sibling
Access ID	Sib13
Access Password	••••••••••••••••••

6. Once everything is filled out, please click the blue Enter button at the bottom of the screen.
7. You will be redirected back to the PRSD PowerSchool login screen, please login with the credentials you entered in step 4