

# Rowan Salisbury Schools Parent Portal Access

## Creating your Account

To create your account, you must have the letter that came home from school with your Access ID and Password. You must also have an email address. If you do not have an email address, please create one first. (Free email addresses can be created through Gmail, Yahoo, etc.).

1. Open your web browser and go to <http://rss.powerschool.com>.

2. Click on 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

3. Enter your information in the boxes provided.

HINT: Your password must be at least 7 characters long and must contain one uppercase letter, one lowercase letter, one number and one special character.

4. Scroll down to link your students to your account. Enter all of your students here.

[Don't have all your student's information? That's okay! Enter what you have and you can add the others later!]

Student Name: First or Full Name

Access ID & Password comes from student letter

Relationship: Select your relationship to the child

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text" value="John"/>	<input type="text" value="73073"/>	<input type="password" value="*****"/>	<input type="text" value="Mother"/>
2.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
3.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

5. Click Enter.

Enter

## Accessing your Account

1. Open your web browser and go to <http://rss.powerschool.com>.

2. Log in with the account information you created.

### Parent Sign In

Username

Password

[Having trouble signing in?](#)

Forgot your account information? Click "Having trouble signing in?" to receive your information!

Sign In

# Moving Around the Parent Portal

Move between your students here.

To see a grade and attendance summary, click on Grades and Attendance. This page will appear when you login.

To see a more detailed attendance report, click on Attendance History.

Tabs in left panel not mentioned are either not being used or will be rolled out at a later date. More information to come!

Student Name Will Appear Here

The screenshot shows the Parent Portal interface. On the left is a 'Navigation' sidebar with various links. The main area is titled 'Grades and Attendance:' and contains a table titled 'Attendance By Class'. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F, S, S), 'This Week' (M, T, W, H, F, S, S), 'Course', 'Q1', 'Q2', 'Q3', 'Q4', 'Absences', and 'Tardies'. The rows are labeled 1(A) through 8(A). A large box labeled 'Student Classes will appear here.' covers the 'Course' column. Another box labeled 'Student grades will appear here.' covers the 'Q1' through 'Q4' columns. A third box labeled 'Student absences and tardies will appear here.' covers the 'Absences' and 'Tardies' columns. The 'Email Notification' link in the sidebar is highlighted with an orange box and an arrow pointing to it from a text box. The 'Grades and Attendance' link in the sidebar is highlighted with a red box and an arrow pointing to it from a text box. The 'Attendance History' link in the sidebar is highlighted with a blue box and an arrow pointing to it from a text box. The 'Account Preferences' link in the sidebar is highlighted with a purple box and an arrow pointing to it from a text box. The 'Grades and Attendance' tab is selected in the top navigation bar. The 'Standards Grades' tab is also visible. The top of the page has a blue header with a green bar on the left and icons on the right.

Exp	Last Week							This Week							Course	Q1	Q2	Q3	Q4	Absences	Tardies
	M	T	W	H	F	S	S	M	T	W	H	F	S	S							
1(A)																					
2(A)																					
3(A)																					
4(A)																					
5(A)																					
6(A)																					
7(A)																					
8(A)																					

Student Classes will appear here.

Student grades will appear here.

Student absences and tardies will appear here.

To receive daily, weekly, biweekly or monthly emails with grade and attendance reports, click Email Notification.

Click on grades to access a detailed assignment list.

Click on attendance total to view dates.

To change your name, email address, username or password or add students, click Account Preferences.

## Looking at Attendance History

**Navigation**

- Grades and Attendance
- Test Results
- Grade History
- Attendance History**
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration

### Meeting Attendance History:

Student Name Will Appear Here

Course	Expression	1/20-1/26							1/27-2/2							2/3-2/9							2/10-2/16							2/17-2/23						
		M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S
Student Classes will appear here.		-	-	-	1A	1A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1A	1A	-	-	-	-	-	-	-	-	-	-	-
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Attendance  
Codes will  
appear here.

Scroll down to view attendance codes.

Note: Not all of these codes are used in North Carolina.

### Legend

**Attendance Codes:** Blank=Present | 1A=Illness or injury | 1B=Medical/Dental Appt | 1C=Death in family | 1D=Quarantine | 1E=Court/Admin Proc | 1F=Religious Observance | 1G=Educational Oppor | 1H=Teacher-in-Treatment | 1I=Local Sch Bd Policy | 1K=Child Care | 1L=Excused Tardy | 1M=Medically Fragile | 1N=Deployment Activity | 2A=Unexcused Absence | 2B=Unex No Immunization | 2L=Unexcused Tardy | 3=Suspensions | 4=Absence during first 10-days of school |

# Setting Up Email Notifications

**Navigation**

- Grades and Attendance
- Test Results
- Grade History
- Attendance History
- Email Notification**
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars

## Email Notifications:

Student Name Will Appear Here

Select your preferences.

School Announcements will be rolled out later. Lunch Balances will not be used.

Select frequency from drop down menu.

Add additional email addresses if you would like.

Check box to apply these settings to all students.

Check box to send an email now.

Click submit to save changes.

**What information would you like to receive?**

- ☐ Summary of current grades and attendance
- ☐ Detail report showing assignment scores for each class.
- ☐ Detail report of attendance.
- ☐ School announcements.
- ☐ Balance Alert (Note: will only be sent when student is low on funds).

**How often?** Never

**Email Address** Account Email Will Appear Here

**Additional Email Addresses**   
(separate multiple email addresses with commas)


☐ **Apply these settings to all your students?**


☐ **Send now for John?**


**Submit**


# Account Preferences


Navigation


 Grades and Attendance


 Test Results


 Grade History


 Attendance History


 Email Notification


 Teacher Comments


 School Bulletin

 Class Registration

 Balance

 My Calendars

 School Information

 Account Preferences

Profile

Students

## Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:

Last Name:

Email:

Select Language

Select a Language

Username:

Current Password:

Account Information will appear here and can be changed.

Click the pencil to change your username or password.

Click Save to save your changes.

Cancel

Save

## Account Preferences

The screenshot shows the 'Account Preferences - Students' page. On the left is a 'Navigation' sidebar with icons and links for Grades and Attendance, Test Results, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, School Information, and Account Preferences. The main content area has a tabbed interface with 'Profile' and 'Students' (highlighted with a red box). Below the tabs is the title 'Account Preferences - Students' and a instruction: 'To add a student to your Parent account, click the ADD button.' A 'My Students' box contains a blue 'Add +' button and a light blue area with the text 'Student Names will appear here.' An 'Add Student' modal window is open, showing a table with columns: Student Name, Access ID, Access Password, and Relationship. The Relationship column has a dropdown menu currently showing '-- Choose'. At the bottom of the modal are 'Cancel' and 'Submit' buttons. Three callout boxes provide instructions: one points to the 'Add +' button, another points to the 'Submit' button, and a third points to the 'Relationship' dropdown.

**Navigation**

- Grades and Attendance
- Test Results
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- School Information
- Account Preferences

**Profile** **Students**

### Account Preferences - Students

To add a student to your Parent account, click the ADD button.

**My Students** **Add +**

Student Names will appear here.

To add another student, click Add+ and this window will appear. Enter the information from the letter.

**Add Student**

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

Cancel Submit

Click Submit to save your changes.