# 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. | John | 73073 | ••••• | Mother |
| 2. | | | | -- Choose |
| 3. | | | | -- 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.**

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

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

## 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

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

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

| Grades and Attendance | Standards Grades |

## Grades and Attendance: | Student Name Will Appear Here |

| Attendance By Class | | | | | | |
|---|---|---|---|---|---|---|
| Exp | Last Week / This Week M T W H F S S M T W H F S S | Course | Q1 Q2 Q3 Q4 | Absences | Tardies |
| 1(A) | | | | | |
| 2(A) | | | | | |
| 3(A) | | Student Classes will appear here. | Student grades will appear here. | Student absences and tardies will appear here. | |
| 4(A) | | | | | |
| 5(A) | | | | | |
| 6(A) | | | | | |
| 7(A) | | | | | |
| 8(A) | | | | | |

**Click on grades to access a detailed assignment list.**

**Click on attendance total to view dates.**

# Looking at Attendance History

**Navigation**

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**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 |
| | | - | - | | 1A | 1A | - | - | | - | - | | - | - | | - | - | | - | - | | - | | 1A | 1A | | - | - | | | | | - | - |
| | | - | - | - | | | - | - | | | | | | | | - | | | | | | - | - | | | | | - | - | | | | | | - | - |
| | | - | - | - | | | - | - | | | | | | | | - | - | | - | - | | - | - | | | | | - | - | | | | | | - | - |

Student Classes will appear here.

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
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**Email Notifications:**

Student Name Will Appear Here

Select your preferences.

**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 will be rolled out later.
Lunch Balances will not be used.

☐ School announcements.

☐ Balance Alert (Note: will only be sent when student is low on funds).

**How often?**  Never ⇕

Select frequency from drop down menu.

**Email Address**  Account Email Will Appear Here

**Additional Email Addresses**

(separate multiple email addresses with commas)

Add additional email addresses if you would like.

☐ Apply these settings to all your students?

☐ Send now for John?

Submit

Check box to apply these settings to all students.

Check box to send an email now.

Click submit to save changes.

# Account Preferences

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## 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:** | 🖉 |

Cancel  Save

Account Information will appear here and can be changed.

Click the pencil to change your username or password.

Click Save to save your changes.

# Account Preferences

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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 |
|---|---|---|---|
| | | | -- Choose |

② | | Cancel | **Submit** |

Click Submit to save your changes.