

Panama Central School Parent Portal PowerSchool Instructions

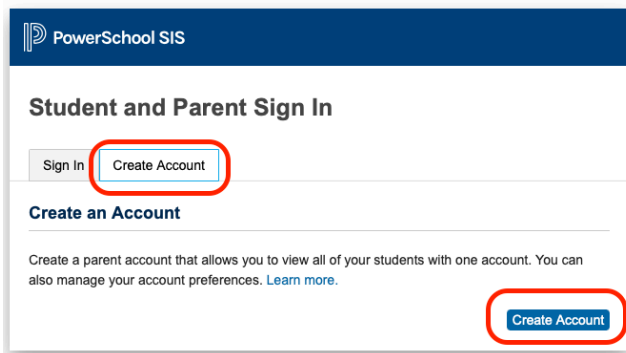
Dear Parent or Guardian:

We are pleased to introduce you to the PowerSchool Parent Portal. Parents and guardians can have one login to access all their student's grades and attendance in one place. Also, parents and guardians will not have to share logins as each parent or guardian can set up his or her own unique login and password. Please follow the directions below to get started using the PowerSchool Parent Portal.

1. Go to the "PowerSchool Parent Portal" log in page:

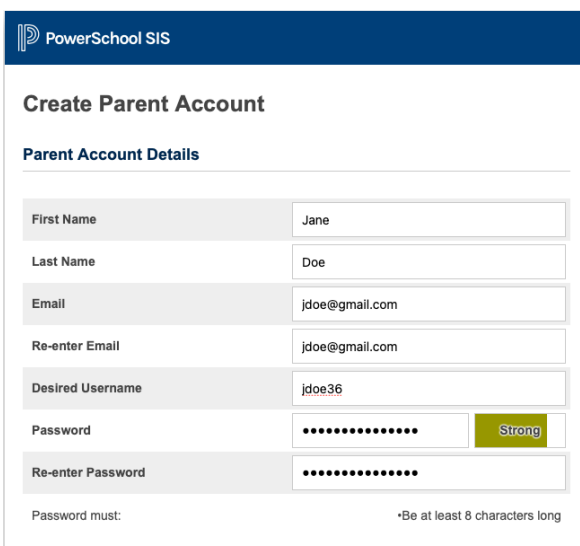
<https://ps.pancent.org/public>

2. Choose "Create Account"



The screenshot shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is circled in red. Below the buttons, there is a section titled "Create an Account" with a sub-header "Create an Account". The text below reads: "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 of this section, there is another "Create Account" button, also circled in red.

3. At the top of the screen fill in your information including new password, which must be at least 8 characters.



The screenshot shows the "Create Parent Account" form. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Create Parent Account". There is a section titled "Parent Account Details" with a form containing the following fields:

First Name	Jane
Last Name	Doe
Email	jdoe@gmail.com
Re-enter Email	jdoe@gmail.com
Desired Username	jdoe36
Password Strong
Re-enter Password

At the bottom of the form, there is a note: "Password must: *Be at least 8 characters long"

First Name – Enter your first name

Last Name – Enter your last name

Email – Enter your email address

Desired Username – Enter the username you would like to use when logging into the PowerSchool Parent Portal. The username must be unique. If you enter a username that is already in use, you will be prompted to select or enter another username.

Password – Must be minimum of 8 characters. When entering your password a colored bar will appear to the right – this indicates the strength of the password.

Re-enter Password – Re-enter your password. The password you enter must match the original password field.

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- At the bottom of the screen, enter the Student Name, Access ID, Access Password, and choose a relationship to link your students to your new login. If you have more than one student, you can enter all of their pertinent information on this screen as well.

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	Jennifer Doe
Access ID	DOE1234
Access Password	••••••
Relationship	Mother
2	
Student Name	Jonathan Doe
Access ID	DOE5678
Access Password	••••••
Relationship	Mother

To obtain your child's Access ID and Password, contact the Elementary Office, High School Office, or the Technology Department.

PCS Phone Number: 716-782-2455

Michele Sperry – mosperry@pancent.org
(Elementary Office Secretary)

Chrissy Smith – csmith@pancent.org
(High School Office Secretary)

Jenn Johnson – jjohnson@pancent.org
(Technology Assistant)

- Once you click enter, you will be taken to the Parent Portal log in screen and should see the following:

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

✔ Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account.

Username

Password

[Forgot Username or Password?](#)

Sign In