

Creating Your PowerSchool Parent Login

A PowerSchool parent account allows a parent to access grades and attendance for secondary students and to register students at all grade levels for the next school year. A parent account should have all the children of that parent included in that single account. Here is how to create your account.

Step 1: You will need the ID and Password for **each** child. Go to the school that one of your children attends. Ask for a **PowerSchool Parent Letter** for each of your children (school staff can print letters for students at any Rio Rancho school). You will need a photo id such as a driver's license or a passport.

Step 2: Go to rrps.net. Under "Parents" click on PowerSchool. Under PowerSchool, click on "[Ready to create your PowerSchool account? Click here.](#)"

Step 3: On this screen enter your first and last name and your email address.

Enter a simple user name. Use ONLY letters and numbers in the user name. It is best to use all lowercase letters.

Enter a password that you are likely to remember. It is best to have a password that only contains lowercase letters and numbers.

Step 4: Enter the name of one of your children – you can use a nickname if you wish. From the letter you received for that student, Enter the Access ID and the Access Password.

You must enter the Access ID and Access Password exactly as they are on the letter.

Usually the Access ID is all numbers and the Access Password is all capital letters.

Enter your relationship to the student (usually mother or father, but it might be grandmother or aunt or some other relationship).

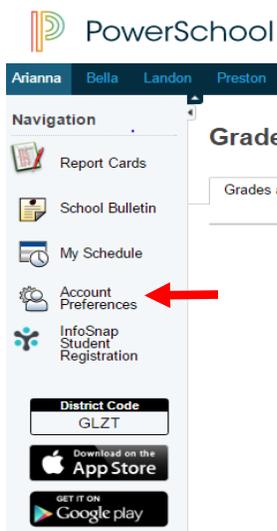
Step 5: Repeat step 4 for each child.

Step 6: Scroll down until you see the Enter box in the bottom right corner of the screen – click on it to complete the account setup.

The screen shown to the right appears. Enter the User name and Password you just created in Step 3 above and click on the Sign In button.

The screenshot shows the 'Create Parent Account' page on the PowerSchool website. The page has a dark blue header with the PowerSchool logo. Below the header, the title 'Create Parent Account' is displayed. Underneath, there is a section titled 'Parent Account Details' with several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. A note below the password fields states 'Password must: *Be at least 5 characters long'. Below this section is another section titled 'Link Students to Account' with a sub-instruction: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. There is a table with one row containing a student entry. The table has columns for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' column has a dropdown menu with the text '-- Choose'. At the bottom right of the form, there is a 'Sign In' button.

The screenshot shows the 'Student and Parent Sign In' page on the PowerSchool website. The page has a dark blue header with the PowerSchool logo. Below the header, the title 'Student and Parent Sign In' is displayed. Underneath, there are two buttons: 'Sign In' and 'Create Account'. Below these buttons is a 'Select Language' dropdown menu set to 'English'. There are input fields for 'Username' and 'Password'. Below the password field, there is a link that says 'Forgot Username or Password?'. At the bottom right of the form, there is a 'Sign In' button.



You will see a screen that looks in part like the one on the left.

The red arrow indicates the place where you can change your user name and password.

Each of your children is named at the top of the screen. Just click on the student's name to see the information for that student.

The icons on the menu are not the same for all students – the ones displayed depend upon which school the student being displayed is attending.

Some icons are only displayed at certain times of the year. For example, the class registration icon is only displayed from about January until early April. The school registration icon is only displayed from April until September.

Many icons are turned off during the summer.

Now that you have a parent account, you will be able to see attendance records for all your students and grade records for students in middle school and high school.

That's it! We hope you enjoy the convenience of a PowerSchool parent account.