

Cozad City Schools Parent Single Sign-On for PowerSchool Parent Guide



Using single sign-on you will be able to see all of your children's academic information with a single logon. Please go to the web address to the right or you can link to this site through SchoolFusion.

Go to: <https://studentinfo.cozad.k12.ne.us>

1. The first time you logon to the parent portal you will see this screen. Before you can access your children's records you must create your account.
2. You will click on the button "**Create Account**" to begin the setup process.

PowerSchool

Login

User Name

Password

[Having trouble logging in?](#)

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences.
[Learn more.](#)

3. You begin by adding your personal information including your name and email address, user name and password. The email address, user name and password can be whatever you like but they must be unique. **Passwords must have a minimum of six characters.**

Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password

Re-enter Password

Link Students to Account

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

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

4. Once you have entered the information needed to establish your parent account, you will go to the bottom of the page to add your students' information.

5. You will enter your student's name, the Access ID and the Access Password. This information is printed on your child's report card. You will also choose your relationship to the student from the drop down box on the right. Note that both the access ID and access password are case sensitive.

6. Click **Enter**

The screenshot shows a web form for creating a parent/guardian account. It includes fields for First Name (John), Last Name (Smith), Email (jsmith@email.com), Desired User Name (jsmith), Password (masked with dots), and Re-enter Password (masked with dots). A password strength indicator shows 'Strong'. Below this is a section titled 'Link Students to Account' with the instruction: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account'. A table lists student information:

Student Name	Access ID	Access Password	Relationship
1. Susie Smith	Smit111	****	Son
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

An 'enter' button is located at the bottom right of the form.

7. If you see errors like those to the right, remember, email address and user name must be unique. You should input something different.



8. When you have successfully submitted your information, you will see the congratulations screen. Now you may login with the user name and password you created into your account and see all of your student's academic information.

The screenshot shows the PowerSchool login page. At the top is the 'PowerSchool' logo. Below it is a message box: 'Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.' Underneath is a 'Login' section with fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. At the bottom, there is a 'PEARSON' logo and copyright information: 'Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'

Parent Portal

New Views and Functionality

1. Login with the username and password you created.

PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

[Having trouble logging in?](#)

Submit

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2. The first thing you will notice is in the upper left are tabs for all students linked to this account. You can navigate between student records by clicking on the student's name.

PowerSchool



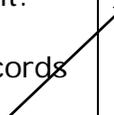
Tanner

Evertson, David (Last Login: 10/11/2010 at 11:04 PM)

Logout

Grades and Attendance Standards Grades

Grades and Attendance



3. Under **Email Notifications** you have many of the same options but you are able to set your preferences differently for each of your students or the same for all.

PowerSchool



Tanner

Evertson, David (Last Login: 10/11/2010 at 11:04 PM)

Logout

Email Notifications : Evertson, Tanner J

What information would you like to receive?

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

How often?

Never

Email Address

deverts@esu10.org

Additional Email Addresses

(separate multiple email addresses with commas)

Apply these settings to all your students?

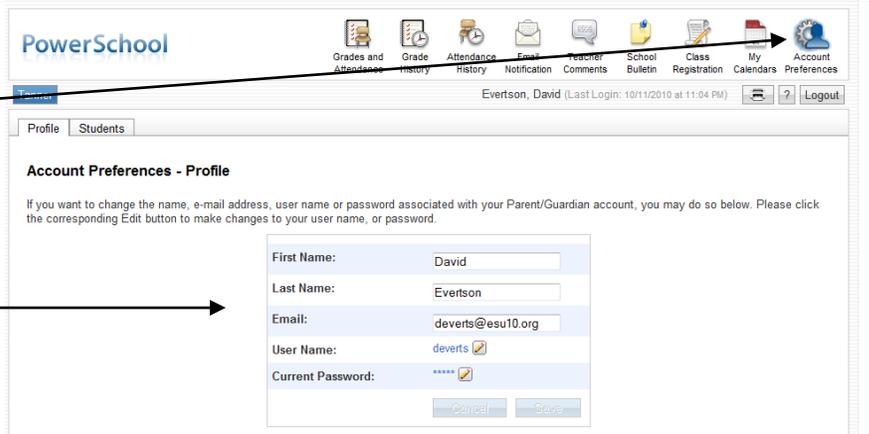
Send now for Tanner?

You can have additional email addresses that information may be sent to.



4. A new option has been added called **Account Preferences**.

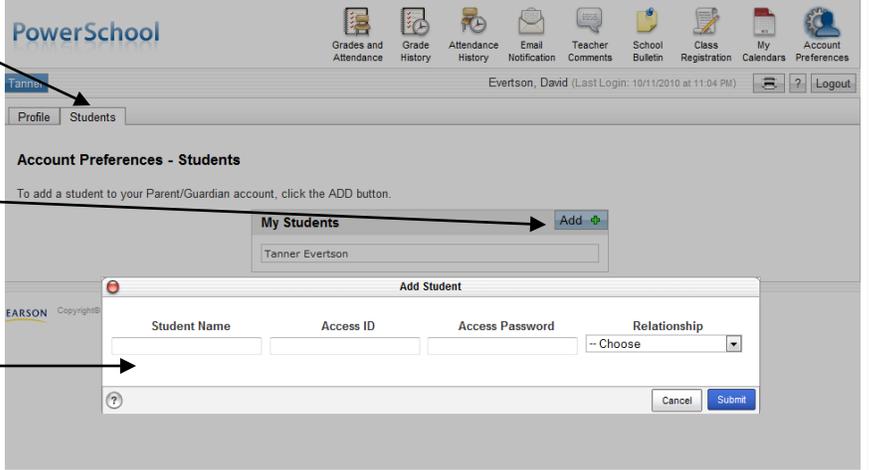
Parents can manage their own account information. You can change names, email addresses, usernames, and passwords.



5. The student tab shows your students in a list.

You can also add additional students from this screen. Click on **add** and the add students screen opens.

This screen works the same as the first set up screen used.



6. When you have finished using your parent portal make sure you always **log out**.

