

## ***Cedar Rapids Community Schools* - Parent Login Instructions**

Parents,

Please read this important information so you can access your students PowerSchool information. Parents/guardians now have the ability to create an account that will allow you to access **all your students** from a SINGLE LOGIN. You are able to create your own User Names and Passwords.

If you have NOT previously created an account – please go to page 2 and do that first, then come back to page 1 on how to add your students.

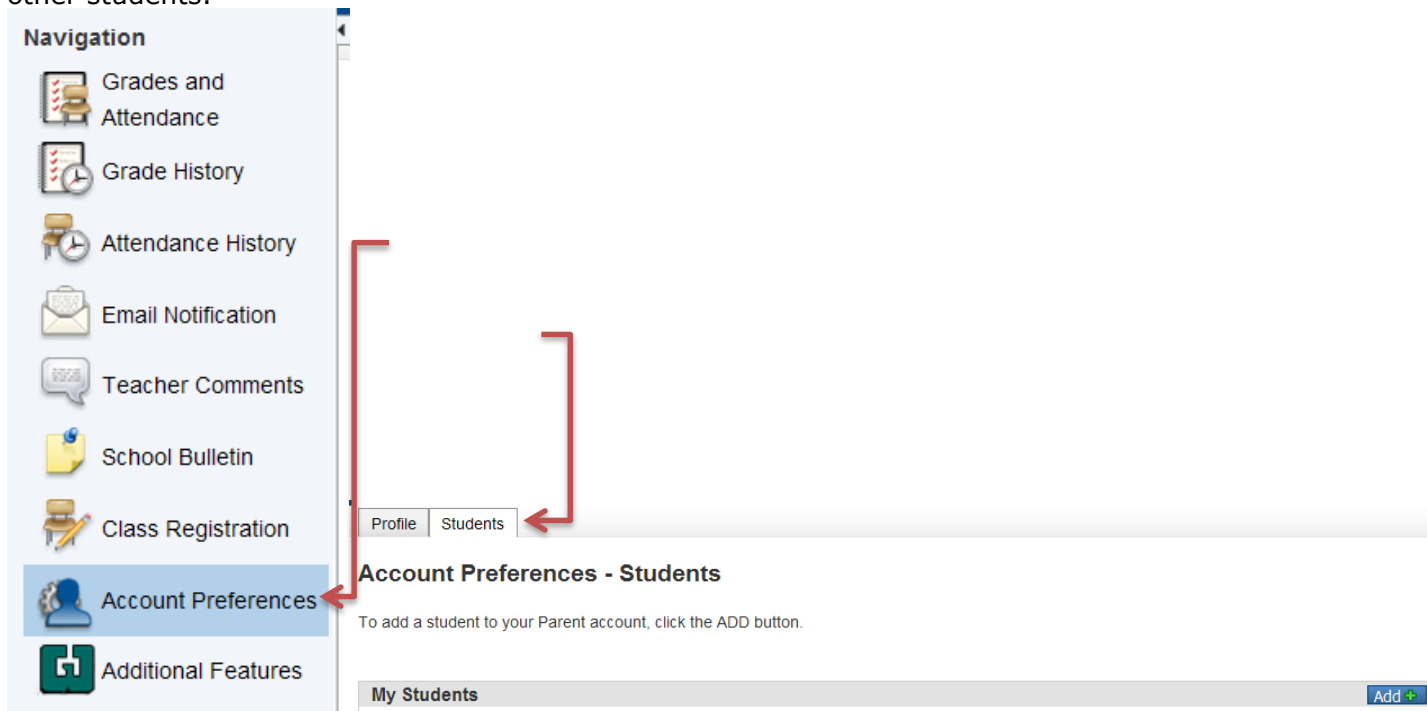
If you currently have an account and need to add students – follow the appropriate instructions below.

### **You need to add Students to an already existing account**

If you currently have an account login into it and go to Account Preferences in the left column. Once on this screen click on the Students tab to see the students attached to your account.

Click the **Add +** button and enter the student information and click Submit when complete.

This will add the student to your account and they will now show in your list and across the top with the other students.

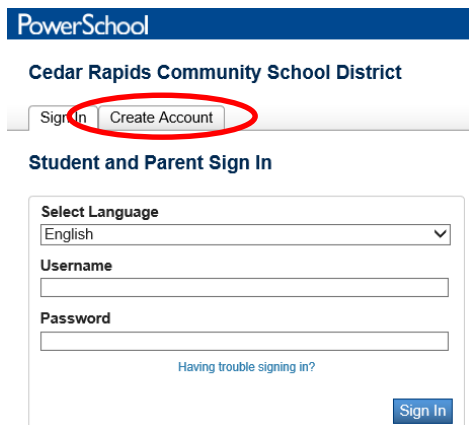


The screenshot displays the PowerSchool Parent Account Preferences interface. On the left, a navigation menu is open, with 'Account Preferences' highlighted. The main content area shows the 'Students' tab selected, with an 'Add +' button at the bottom right of the 'My Students' list. Red arrows indicate the path from the 'Account Preferences' menu item to the 'Students' tab and then to the 'Add +' button.

## Create Your New PowerSchool account

You will need to go to the PowerSchool login page:

<https://pscr.gwaea.org/public> or click onto the PowerSchool link on the schools website. You will see the following screen:



PowerSchool  
Cedar Rapids Community School District

Sign In Create Account

Student and Parent Sign In

Select Language  
English

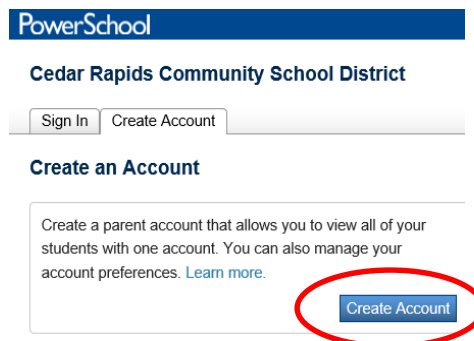
Username

Password

Having trouble signing in?

Sign In

1. Click the Create Account tab
2. On the next screen, click on Create Account button
3. The screen below will appear



PowerSchool  
Cedar Rapids Community School District

Sign In 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

### Create Parent Account



First Name Joshua

Last Name Toll

Email jtoll@gmail.com

Desired Username jtoll

Password ..... Strong

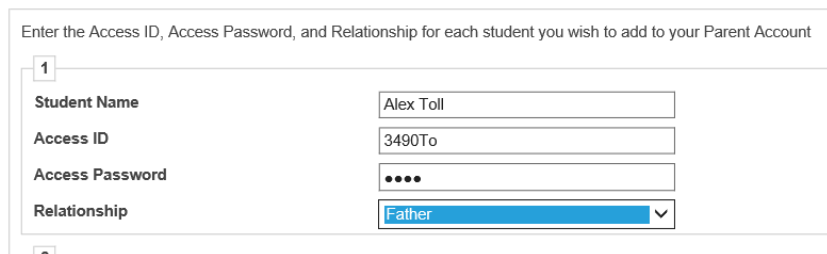
Re-enter Password .....

Password must:  
•Be at least 6 characters long

This is where you will setup access to ALL your students.

- Enter an E-Mail address – Note: The e-mail address **MUST be unique**. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (No apostrophe's or @).
- Password (No apostrophe's and it must be at least six characters)
- Enter the Name of each Student you wish to associate with.

### 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	Access ID	Access Password	Relationship
	Alex Toll	3490To	....	Father

Enter the Access ID and Access Password for each student.

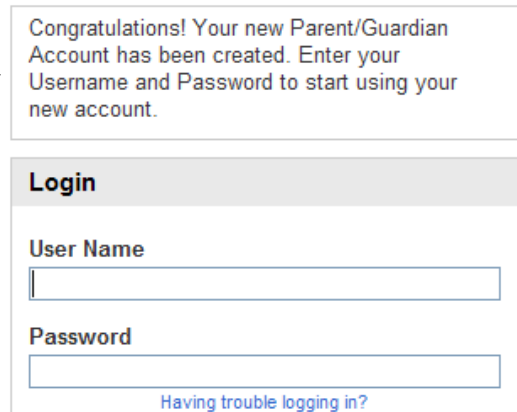
**\*\*Access ID's and Access Passwords are on the accompanying letter.**

- Select the relationship you are to the student.

**NOTE:** Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but will unfortunately, also blank out many of the fields you have entered. You must re-enter the information in its entirety before the record is created.

3. Scroll to the bottom of the screen and click **Enter** when you have completed this link to all of your students.

4. Assuming you are successful, you will receive this message.



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?](#)

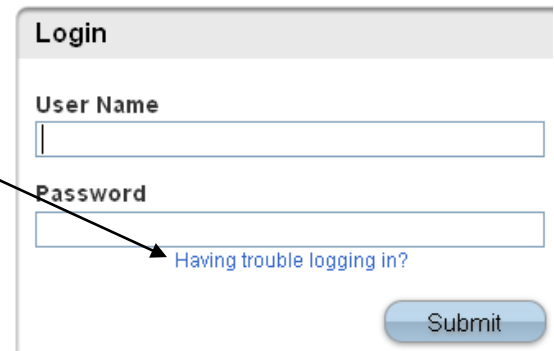
## What if you forget your login information?

On the login page click on Having Trouble Logging in?

### If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.



**Login**

User Name

Password

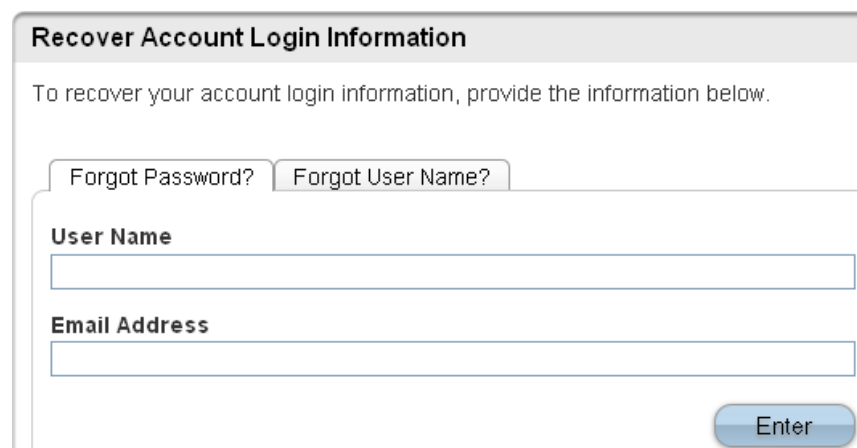
[Having trouble logging in?](#)

**It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.**

### If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.



**Recover Account Login Information**

To recover your account login information, provide the information below.

User Name

Email Address