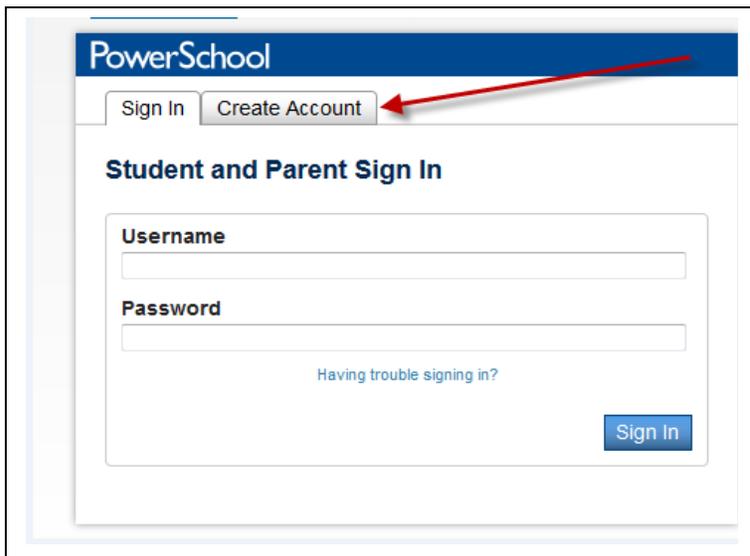


## Using SSO: PowerSchool Parent Portal

The PowerSchool Parent Portal now requires the creation of a single sign on (SSO) account for parents and guardians to view grades and attendance. Even if you have used the system in previous years for your student, you will still need to create a new UN and PW in accordance with SSO. This will become your UN and PW in moving forward when signing into the Parent Portal.

Please note that the use of SSO also now allows non-custodial parents or guardians to EACH have separate access to an account for their child or children. If you currently don't have an account, please contact your child's guidance office in order to set up a visit to establish an account. FYI: you must show a form of ID to verify your relationship with the student in question.

Access the Parent Portal from the Connecticut Technical High School website: <http://www.cttech.org/psportal> or by using this URL: <http://powerschool.cthss.cen.ct.gov/public/>



### How to Create an Account

Parents and guardians need to create a parent/guardian account to access their student's PowerSchool information



Click Create Account

### Trouble Signing In?

Once you have created the account, you can also now use the "Having trouble signing in?" hyperlink, as shown below.

[Having trouble signing in?](#)

## How to Link Students to an Account

After you have created your new account, you may add a student to the account by following the below steps:

The image shows two sections of a web form. The top section, titled 'Create Parent Account', includes fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. Below these fields is a note: 'Password must: -Be at least 6 characters long'. The bottom section, titled 'Link Students to Account', has a header: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. It contains two numbered rows. Row 1 has fields for Student Name, Access ID (with 'parent user ID' in blue text), Access Password (with 'parent user PW' in blue text), and a Relationship dropdown menu. Row 2 has empty fields for Student Name, Access ID, Access Password, and a Relationship dropdown menu.

Enter your information, such as first name, last name, email, etc.

Create a UN and PW that you will remember. You will use this to log in from here on out when using the Parent Portal. Other parent/guardians can also now create their own accounts.

Fill in your Parent/Guardian UN and PW. You will find these login credentials in the letter sent home from your school or you can contact the school.

Please note that you are NOT entering your students ID and PW here. You will be entering yours, as given to you by the school. FYI: It is case sensitive.

## How to Add Additional Students to an Established Account

1. Log in to the Parent Portal using your personalized UN and PW.
2. Click the **Account Preferences** icon on the far right of the page.
3. Select the Students tab (the default view is Profile)

The image shows a web interface with two tabs: 'Profile' and 'Students'. The 'Profile' tab is active. Below the tabs is the heading 'Account Preferences - Profile'. A paragraph of text reads: 'If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click the corresponding Edit button to make changes to your user name, or password.'



4. Click the  button and enter student's name, the parent UN, parent PW, and relationship.
5. Click Submit.

## Navigating Between Two or More Student Records Using SSO

When a parent sets up Single Sign On for two students, this is what they see (reference the below print screen). Both student names are listed in the blue bar at the top of the page. The parent has to click on the name of the student to switch between the name of the student to switch between the students that are associated to the parent account as established in the Single Sign On process.

