

TECHNOLOGY INSTRUCTIONS FOR START OF THE SCHOOL YEAR

New Parents: Read the new parent section in its entirety and complete each step.

A. New Parents – Parents of Incoming Freshmen, Transfer Students or those who do not have an existing Parent Powerschool account:

- **DO NOT** use Internet Explorer, use Chrome, Firefox or Safari. Most are not able to login using Internet Explorer.
- To set up the parent account, go to our school website at www.ahsrockets.org, click the **Parents** tab at top of page, then click **Powerschool** in the black box. This will take you to Powerschool.
- Click on the **Create Account** tab and then the blue Create Account button in the lower right corner.
 - Complete all fields in the Parent Account Details section.
 - Please note the email, will be the parent email and the Username cannot contain the @ symbol. The program will accept the @ symbol, but then will not allow you to login.
 - Your password must be a minimum of 6 characters. The longer it is, the stronger it is.
- For student name, enter only your daughter's last name.
 - Your daughter's Access ID is her 7 digit Student Number which begins with her year of graduation followed her unique number. The information was emailed in June with her class list. It is also on the tuition information and mbsdirect.net book order. For incoming freshmen it will begin with 2022xxx. You may contact the school office at (502) 458-9551, if you are unable to locate it.
 - **The Access Password is that same 7 digit Student Number as her Access ID.**
- If you have more than one daughter at Assumption, fill out the boxes for each of them before clicking **Enter**. This will allow access to multiple student with one login.

Multiple parent/guardian accounts can be created for one student. To create an additional account, repeat the process using a unique email address for each additional account. The Access ID and Access Password will remain the same.

After creating the parent PowerSchool account login to enter important information and for Start of Year forms.

Once you log in, you will see icons on the left of the screen.



Once the school year starts the screen where you will see your daughter's schedule and her current grades. You **must** also click on Grades and Attendance in order to use the **drop down** menu. It cannot be accessed from other pages.



Click the **Email Notification** icon to set up email notifications for grades and attendance. Check all boxes that apply and the email frequency. This information may be sent to multiple email addresses. Be sure to use the primary contact email address as the first email listed and then additional email addresses may be listed in the designated box. Click **Submit** to finalize. If you have multiple students, please note this must be completed for each student.

Click the **Power Alert** link listed at the bottom of the Navigation section. (There will **not** be an icon). Completing this section is very **IMPORTANT**. Enter the email address/addressess where you would like to receive the Rocket Report and other online communications. Emergency messages will be sent via email and also to the phone numbers listed on this page. Note: If both the Text and Phone Calls boxes are checked, you will receive text and voice power alerts. Click **Save Preferences** after completing.



Click on **Grades and Attendance**, then click the dropdown box on the top left of your screen with AHS information. This dropdown does not work unless you click Grades and Attendance first. You may now access the start of the year forms.

Click **Start the Year** to complete forms and access important start of the year information.

Returning Parents- Follow the instructions on the back of this page.

B. Returning Parents

- **DO NOT** use Internet Explorer, use Chrome, Firefox or Safari. Most are not able to login using Internet Explorer.
- To access your parent Powerschool account, go to our school website at, www.ahsrockets.org, click the **Parents** tab at top of page, then click **Powerschool** in the black box. This will take you to Powerschool.
- To login, you will need your parent Powerschool Username and Password.
- For Username and Password Help, click on the **Forgot Username or Password?** link at the bottom of the sign in page. There will be separate tabs for username and password. Password hint: your password may be your email address without the @ sign, I.E. default@yahoo.com, the username would be default.
- When resetting the Username or Password, the original Parent Email Address used to set up this account must be entered.
- If you are unable to reset your username and/or password following these steps, contact Assumption at (502)458-9551 to reset it manually.

After logging into your PowerSchool account:

If you have an incoming Freshman in addition to your daughter currently at Assumption:



Click on the **Account Preferences** link on the left, then click on the **Students** tab at the top. The page will display the student currently enrolled at Assumption. To add the incoming freshman, click on the blue **Add** button on the right:

For **student name**, enter only your daughter's last name.

- Your daughter's **Access ID** is her 7 digit Student Number which begins with her year of graduation followed by her unique number. This information has been printed on her class list, her tuition information and mbsdirect.net book order. You may contact the school office if you are unable to locate this (ie 2022xxx) information.
- **The Access Password is that same 7 digit Student Number as her Access ID.**
- Choose your relation to the student
- Click **OK**
- You will not be able to switch between your daughters in the dark blue bar at the top of the page. **PLEASE NOTE:** you will only be able to switch between your daughters on certain pages. This is a glitch we are working on resolving. If in doubt, please click on Grade History to switch daughters.



Once the school year starts this is the screen where you will see your daughter's schedule and her current grades. You **must** also click on Grades and Attendance in order to use the **drop down** menu. It cannot be accessed from other pages.



Click the **Email Notification** icon and make sure that all of your preferences are correct. Please ensure that all of the emails are correct and in the correct field. Any emails that you want to add to receive the information on this page can be added under Additional Emails separated by commas. If you have multiple students, this page will have to be filled out for each student at this time (click the student's name on the top bar to see each one's page).

Click the **Power Alert** link listed at the bottom of the Navigation section. (There will **not** be an icon). Please review to ensure that the information in this section is correct. **Very Important** – the email address/addresses listed will receive the Rocket Report and other online communications. Emergency messages will be sent via email and also to the phone numbers listed on this page. Note: If both the Text and Phone Calls boxes are checked, you will receive text and voice power alerts. Click **Save Preferences** after making updates.



Click on **Grades and Attendance**, then click the dropdown box on the top left of your screen with AHS information. This dropdown does not work unless you click Grades and Attendance first. You may now access the start of the year forms.

Click **Start the Year** to complete forms and access important start of the year information.

