

POWERSCHOOL PARENT INSTRUCTIONS

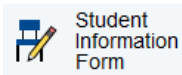
Student information update and sign off on handbook due by 8/14/2023

Most parents have created accounts in PowerSchool when they registered their daughters using the online option. If you have not created a PowerSchool account, please do the following:

- Go to <https://ahsvps1.ahsrockets.org/guardian/home.html>
- Click Create Account using the blue Create Account button
 - Fill in your information
 - Please put your email address in the **Email** field and create a user name that you will remember in the **Desired User Name** field. Please note that you cannot have an @ symbol in your username. While the program allows you to enter the @, it is an unrecognized character that will result in you being unable to log in.
 - 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. 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 2026xxx)
 - The Access Password is that **same** 7 digit number (ie 2026xxx).
- If you have more than one daughter at Assumption, add each of them before you click Enter, and you will be able to access all of them with this one login. Please contact brent.miller@ahsrockets.org if you need assistance with this.

Multiple parent/guardian accounts may be created for each student; allowing access for mother, father, step-parents, etc. Each account should be set-up with a unique email address, using the student ID number in the Access ID and Access Password fields.

ALL PARENTS: After creating your Parent PowerSchool account: After creating your account, follow the steps below to complete the account set up process and access important information for the start of the school year. Be sure to make note of your parent username and password as it will be needed to register your daughter for the 2023-2024 school year.



STUDENT PERSONAL INFORMATION

*****THIS SHOULD BE UPDATED AND SUBMITTED BY FRIDAY, AUGUST 14*****

Click the Student Information icon on the left of the screen. Review and update student personal and contact information. You must do this by the first week of school so we have accurate, up-to-date information on your daughter. This includes with whom she lives as well as multiple contact phone numbers. Please email kathy.fleischer@ahsrockets.org if you have any questions about your daughter's personal and/or contact information.

HANDBOOK SIGN OFF REQUIRED:

This page will also serve as confirmation the **2023-2024 handbook** has been read and parent/student agree to be governed by rules and policies in stated in the 2023-2024 handbook. **You will click the drop down box in the middle of the Student Information Form and select yes, then submit updates on this page in the bottom right corner.**



Other items to update:

1. Click the **Email Notification** icon, select the type and frequency of reporting for email notifications. Multiple emails may be entered to receive notifications and the settings may be saved for multiple students. Be sure to click on **Submit** to save changes. Once the school year begins, click on **Grades and Attendance** icon to access your daughter's grades and current schedule
2. Click the **Swift Reach** link at the bottom of the Navigation pane. Up to three contact email addresses may be listed to receive email communications from Assumption. Contact 1 will be the primary contact that has been provided to Assumption. Please make changes and add additional contacts as needed. The second part of this screen contains emergency alert information. Verify that the phone number in this field is correct, add additional contact information and choose the preferred method to receive the alerts. Both phone call and text may be selected if desired. Be sure to click on **Save Preferences** to save changes.

