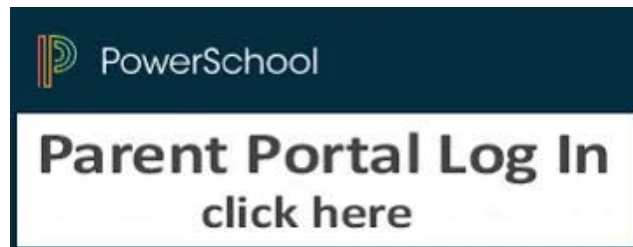


Parent Portal

This presentation will serve as a guide for establishing your Parent Portal account, the best way for staying informed about your children in Lexington Richland School District 5.

Parents can go to the following link to access Parent Portal
<https://lexrich5.powerschool.com/public>



Parent Portal-Access to your child's LexRich 5 information

Click on the 'Create Account' tab to enter the required information

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

Select Language English

Username

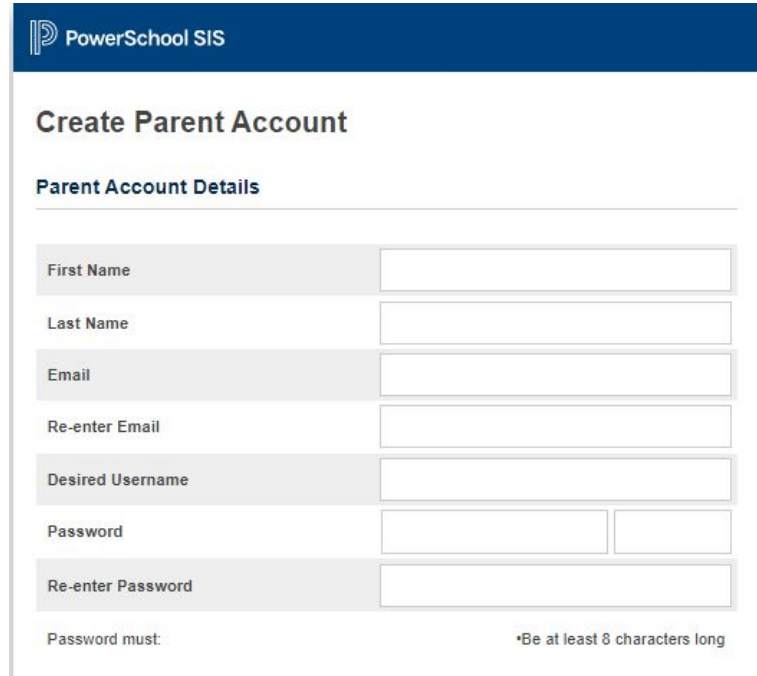
Password

[Forgot Username or Password?](#)

Sign In

Enter YOUR first & last names, email address and desired username/password.

To complete the Parent Portal account and link your student's information, you will need to obtain your student's initial **Access ID** and **Access Password**.



The screenshot shows the 'Create Parent Account' form on the PowerSchool SIS website. The form is titled 'Create Parent Account' and is under the heading 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Desired Username', 'Password' (split into two adjacent boxes), and 'Re-enter Password'. A note at the bottom right states '*Be at least 8 characters long'.

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must: *Be at least 8 characters long

Initial Access IDs and Access Passwords are provided by your school's Registrar.

Verification of your parental/guardian rights is required prior to receiving Access ID/Password information.

- **Student Name:** First Last
- **Access ID** will be a 6 digit random alphanumeric sequence. Example I6HS22
- **Access Password** will be a random alphanumeric sequence. Example 1IH2SX.

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

John Smith

Access ID

I6HS22

Access Password

1IH2SX

Relationship

-- Choose

2

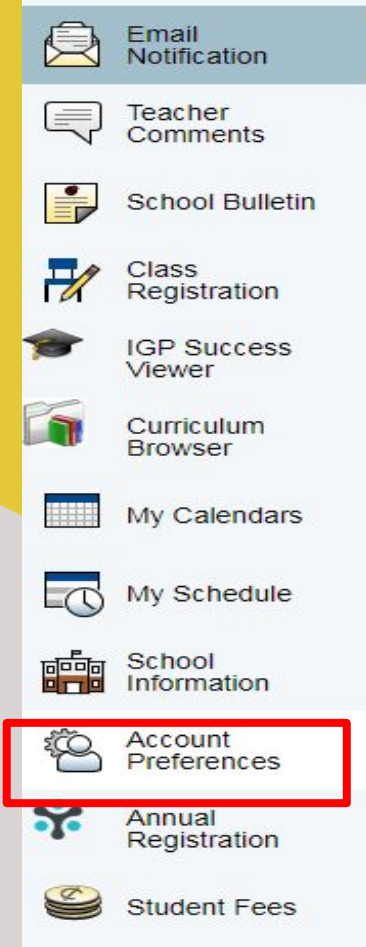
Student Name

Access ID

Access Password

Relationship

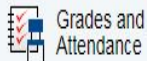
-- Choose



Once an initial Parent Portal account has been established, other children may be added to the account.

How to add a student:
Login to your Parent Portal account and select Account Preferences

Navigation



Grades and Attendance



Grade History



Attendance History



Email Notification

Account Preferences - Students

Profile

Students

Add

My Students

To add a student to your Parent account, click the ADD button.



Select on the right,
“Add.”

Add Student

Student Access Information

| | |
|-----------------|----------------------|
| Student Name | <input type="text"/> |
| Access ID | <input type="text"/> |
| Access Password | <input type="text"/> |
| Relationship | -- Choose ▾ |

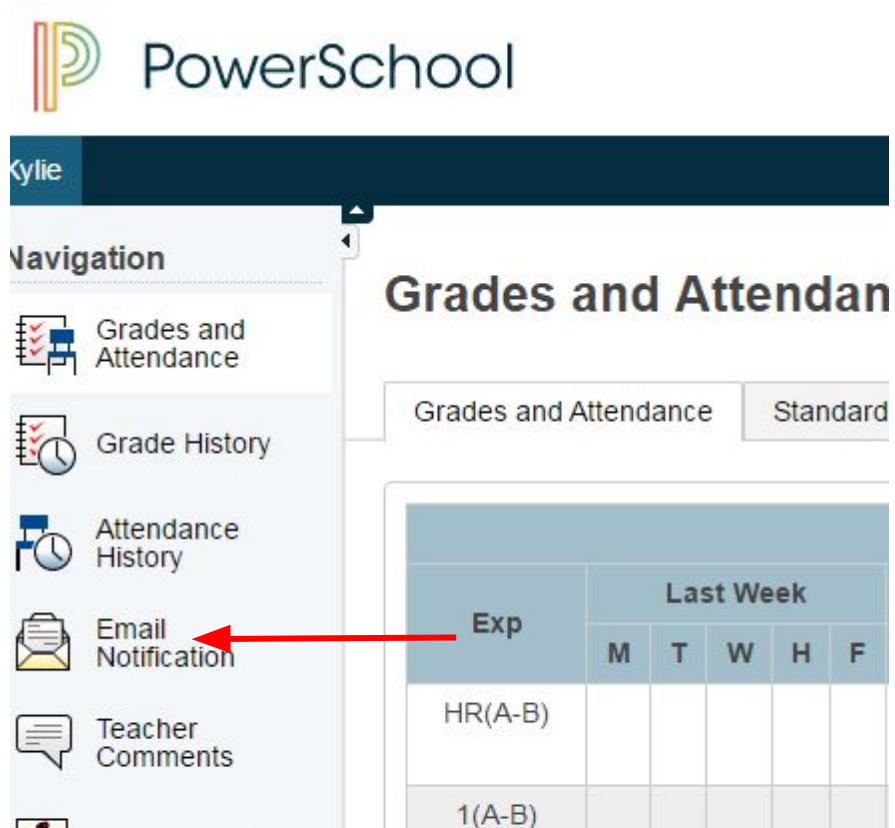
Cancel OK

Complete this information and the child will be added to your existing Parent Portal account.

Remember, student access IDs and access passwords are provided by the school Registrar only after parent/guardian rights are verified.

Configure your Parent Portal Account










E-mail Notifications



The screenshot displays the PowerSchool Parent Portal interface. At the top, the PowerSchool logo is visible. Below it, a dark blue header bar shows the user's name, 'Kylie'. A navigation menu is open on the left side, listing several options: 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', and 'Teacher Comments'. The 'Email Notification' option is highlighted with a red arrow. To the right of the navigation menu, the main content area is titled 'Grades and Attendance'. Below this title, there are two tabs: 'Grades and Attendance' (selected) and 'Standard'. Below the tabs, there is a table with the following structure:

| Exp | Last Week | | | | |
|---------|-----------|---|---|---|---|
| | M | T | W | H | F |
| HR(A-B) | | | | | |
| 1(A-B) | | | | | |

Select your preference for E-mail

-  Grades and Attendance
-  Grade History
-  Attendance History
-  Email Notification
-  **Teacher Comments**
-  School Bulletin
-  Class Registration
-  IGP Success Viewer
-  Curriculum Browser

What Information Would You Like to Receive?

- Summary of Current Grades and Attendance.
- Detail Report Showing Assignment Scores for Each Class.
- Detail Report of Attendance.
- School Announcements.
- Balance Alert (Note: will only be sent when student is low on funds).

How Often?

Weekly ▼

Email Address

parent_email@gmail.com

Additional Email Addresses

test_email@gmail.com

(separate multiple email addresses with commas)










Apply These Settings to All Your Students?

These notifications have check boxes you can select for grades, certain school announcement, and account alerts.

Checking Individual Assignment Grades

This screen shows individual subjects assignments and what they are missing.

Assignments

| Due Date | Category | Assignment | Flags | Score | % |   |
|------------|------------------|---|---|-------|-----|---|
| 04/06/2020 | Cognitive Skills | Perseus and the Gorgon's Head |  | 5/5 | 100 | View |
| 04/03/2020 | Cognitive Skills | Medusa's Head - During Reading Plot Summary |  | 5/5 | 100 | View |
| 04/01/2020 | Cognitive Skills | April 1 |  | 5/5 | 100 | View |
| 03/31/2020 | Cognitive Skills | March 31 |  | 5/5 | 100 | View |
| 03/30/2020 | Cognitive Skills | March 30 |  | 5/5 | 100 | View |
| 03/27/2020 | Cognitive Skills | March 27 |  | 5/5 | 100 | View |
| 03/26/2020 | Cognitive Skills | March 26 |  | 5/5 | 100 | View |

Grades last updated on: 4/24/2020

Legend

1 - This final grade may include assignments that are not yet published, or may be the result of special weighting used by the teacher. Click to view additional information on special weighting.

Icons  - Has Description |  - Has Comment |  - Collected |  - Late |  - Missing |  - Exempt from Final Grade |  - Absent |  - Incomplete |  - Excluded

Click
"View" to
see teacher
comments

To view a Form

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- IGP Success Viewer
- Curriculum Browser
- My Schedule
- School Information
- Account Preferences
- Honor Roll
- Forms**



To view a Form

Click on the title
of the Form you
need to
complete.

School Form Listing for

General Forms | **Class Forms** | Student Support

Your preferences haven't been configured.


To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

Preferences

Forms





Search forms...


SCDE - Technology Survey


| Status | Form Name | Form Description | Category | Last Entry |
|---|--|--|--------------------------|------------|
|  Empty | Student Broadband Access Survey | Please respond to the questions below regarding your student's access to technology for completing coursework. | SCDE - Technology Survey | |

To Submit a Form

Click “Submit” at the bottom of the form to complete.

-  School Information
-  Account Preferences
-  Honor Roll
-  Forms

Download on the  App Store

GET IT ON  Google play

Dial-up

None

Other

Can the student stream a video on their primary learning device without interruption? *

Yes -No issues

Yes -But not consistent

No

What device does the student most often use to complete school work at home? *

Desktop/Laptop

Chromebook

None

Tablet

Smart Phone

Other

How many hours per day can the student spend on the primary learning device? *

Unable to use the device at home Limited Access 1-2 hours

Limited Access 1-2 hours

Medium Access 3-4 hours

Unlimited Access

What other places can the student access the internet on their primary learning device?
Check all that apply. Leave blank if there are no places other than the student's residence that the student can access the internet on their primary learning device.

Library

Commercial Business

A Friend's House

Place of Worship

Other

What types of special supports does the student need to access digital learning at home?
Check all that apply. Leave blank if the student does not need special supports to access digital learning at home.

Translation Services

Closed Captioning Services

Other Special Accommodations

