

To create a PowerSchool Parent/Guardian Account:

- 1) Launch any web browser. (EX. Internet Explorer, Firefox, Safari)
- 2) Enter the web address given by your school administrator. <http://crookstoncatholic.schools.com/public>
- 3) Click the blue "Create Account" button.
- 4) Fill in the personal information in the top portion of the screen.
 - ~Enter First Name
 - ~Enter Last Name
 - ~Enter Email (must be unique)
 - ~Enter a User Name (must be unique)
 - ~Enter a password
 - ~Re-enter the password
- 5) In the bottom portion of the screen enter:
 - ~Fill in each of your child's names.
 - *~Enter the Access ID and Password provided by the school, which is unique to each student.
 - ~Enter your relationship to the student.

Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password

Re-enter Password

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	*Access ID	*Access Password	Relationship
1. Your Child's Name	ID given to you by school	*****	-- Choose
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

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- 6) Click the enter button when all students associated to you have been entered.
- 7) Once created, A login window with a congratulations message will appear.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

If you have any issues creating an account, Please contact the School's Office at: 218 681 1539.