

Welcome to the Parent Portal for Mill Creek Community Schools!

These instructions are for registering for the Parent Portal. You will only need to do this once. In order to use the Parent Portal, you will need Internet access. You will go to the following address in a browser (Internet Explorer, FireFox, Safari):

<http://powerschool.mccsc.k12.in.us>

The screenshot shows the PowerSchool website interface. At the top is the 'PowerSchool' logo. Below it are two main sections: 'Login' and 'Create an Account'. The 'Login' section has fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section has a 'Create Account' button and explanatory text: 'Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)' At the bottom left, there is a 'PEARSON' logo and copyright information: 'Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.

You will click on the Create Account button.

The following screen will come up:

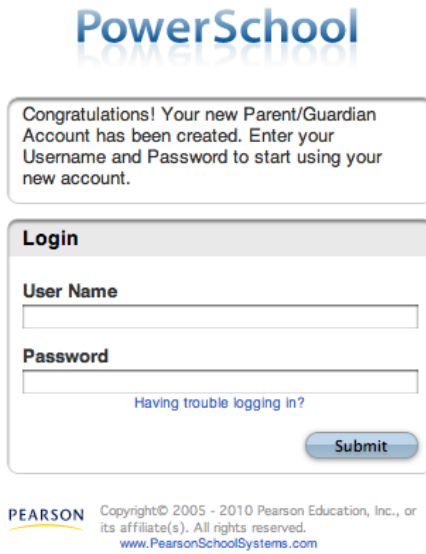
The screenshot shows the 'Create Parent/Guardian Account' form. It has two main sections: 'Create Parent/Guardian Account' and 'Link Students to Account'. The first section has fields for 'First Name' (filled with 'Marcy'), 'Last Name', 'Email', 'Desired User Name', 'Password' (with a strength indicator and 'Better' label), and 'Re-enter Password'. The second section is a table for linking students to the account. It has columns for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. There are 7 rows. The first four rows have pre-filled information: Row 1: Student Name (empty), Access ID 'Shep997', Access Password '*****', Relationship 'Mother, natural/adoptive'; Row 2: Student Name (empty), Access ID 'Shep344', Access Password '*****', Relationship 'Mother, natural/adoptive'; Row 3: Student Name (empty), Access ID 'Shep508', Access Password '*****', Relationship 'Mother, natural/adoptive'; Row 4: Student Name (empty), Access ID 'Shep', Access Password '*****', Relationship 'Mother, natural/adoptive'. Rows 5, 6, and 7 have empty fields for Student Name, Access ID, and Access Password, and a dropdown menu for Relationship with 'Choose' selected. An 'enter' button is at the bottom right.

You will need to fill in the information of First Name, Last Name, etc. Parents must use separate email addresses if each parent is establishing a login.

The information that is provided to you for each of your students is what must be entered in the boxes on the bottom half of the form.

Please note you will need to fill in the first and last name of your student in the appropriate boxes. It is important to use the name that appears on the information sheet you received. Nicknames will not be recognized.

Once you have completed the required information, click the enter button. The following screen should come up:



PowerSchool

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

Login

User Name

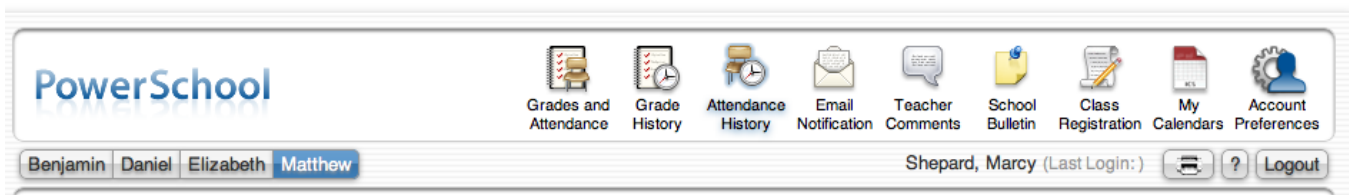
Password

[Having trouble logging in?](#)

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If you do not get to this screen, the program will take you back so that you can review the information and re-enter information. Once you click enter and all of the information is verified, this screen will appear and you will be able to log into the Parent Portal using your username and password that you created.

A brief tour of what you will see with the Parent Portal follows.

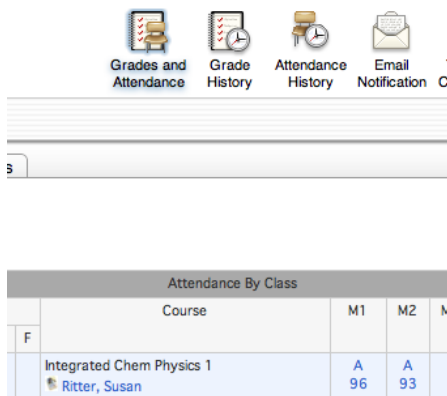


PowerSchool

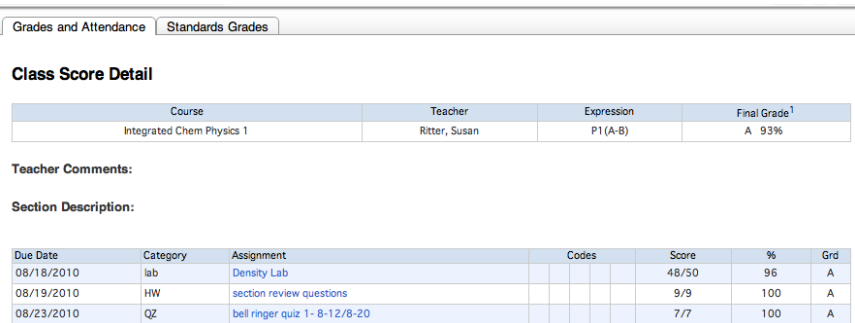
Benjamin Daniel Elizabeth **Matthew** Shepard, Marcy (Last Login:)

Once you have logged into the Parent Portal the screen above is what you will see. If you have more than one student in our school system and they have all been registered in the Parent Portal, you will see a tab with each student's name. When you click that student's tab you will be able to see current and historical grades for the current academic year. In addition to the student name, you will see other buttons on the top row.

When you click on the Grades and Attendance button, you will see what the current grade is for your student in that class – i.e. Science. To see how that grade was achieved, click on the grade and you will then see a detailed listing of assignment, quizzes and tests and what the scoring was for each of those items.



Attendance By Class				
	Course	M1	M2	M
F	Integrated Chem Physics 1 Ritter, Susan	A 96	A 93	



Grades and Attendance Standards Grades

Class Score Detail

Course	Teacher	Expression	Final Grade ¹
Integrated Chem Physics 1	Ritter, Susan	P1 (A-B)	A 93%

Teacher Comments:

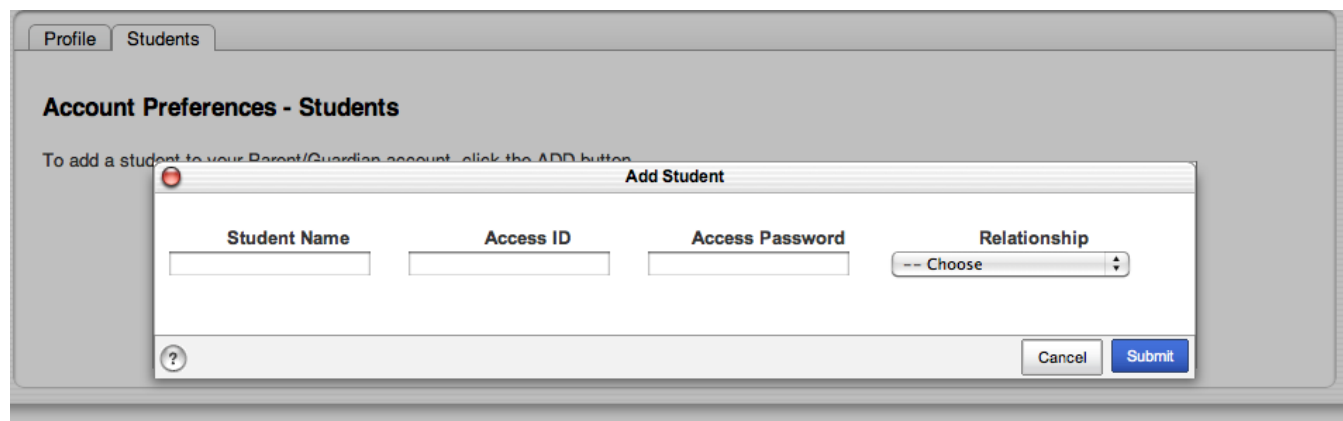
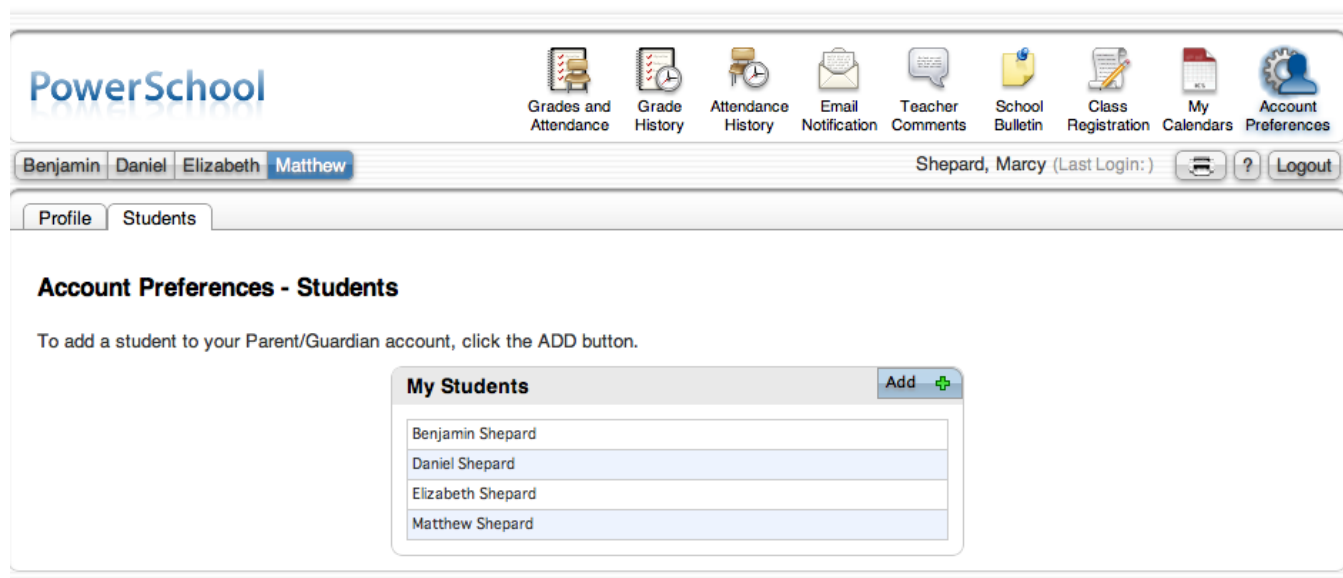
Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grd
08/18/2010	lab	Density Lab		48/50	96	A
08/19/2010	HW	section review questions		9/9	100	A
08/23/2010	QZ	bell ringer quiz 1- 8-12/8-20		7/7	100	A

The School Bulletin button will keep you informed of calendar events and announcements at the school.

The Email Notification button allows you to set your preferences as to email notifications you wish to have sent to you by the teacher.

The Account Preferences button allows you to change your account preferences and to add a student who is just entering the corporation. You will need to request the information for that student from the school.



For future reference, instructions will also be available on the school website.

For questions, please contact us via this email address: powerschool@mccsc.k12.in.us.