



How-To Guide for PowerSchool Single Sign-On (SSO) Parent Portal Logins

For New PowerSchool Users

- 1) Please log into www.wtps.org and click PowerSchool icon in right corner.
- 2) Click “PowerSchool for Parents” from ensuing screen.
- 3) Click “Create Account” and follow process.
- 4) Here is where you will need the unique (numeric) username and password for your student(s), in the “LINK STUDENTS TO ACCOUNT” section.
- 5) Once you create your SSO with your own Username and Password, and have attached your children to that SSO account, the numeric usernames and passwords are no longer needed.
- 6) Please note that even if you have just one child, you ***MUST*** create a SSO account.
- 7) The ***numeric*** usernames and passwords are provided at registration.

For Returning PowerSchool Users with SSO Parent Portal Logins

- 1) Your old usernames and passwords still will work.
- 2) Should you forget or misplace either your username or password, please click “Forgot Username or Password” and follow instructions.

If questions still remain after following these instructions, ***please contact your child’s school***