

## **Greetings Parents:**

We welcome you and your student(s) back this 2016-2017 School Year. The following information that has been given to you – are screenshots on some exciting new updates that we had over the summer.

PowerSchool Parent sign on has changed to a Single Sign-on process. Which means less work for you to access your student(s) this School Year.

### So let's begin:

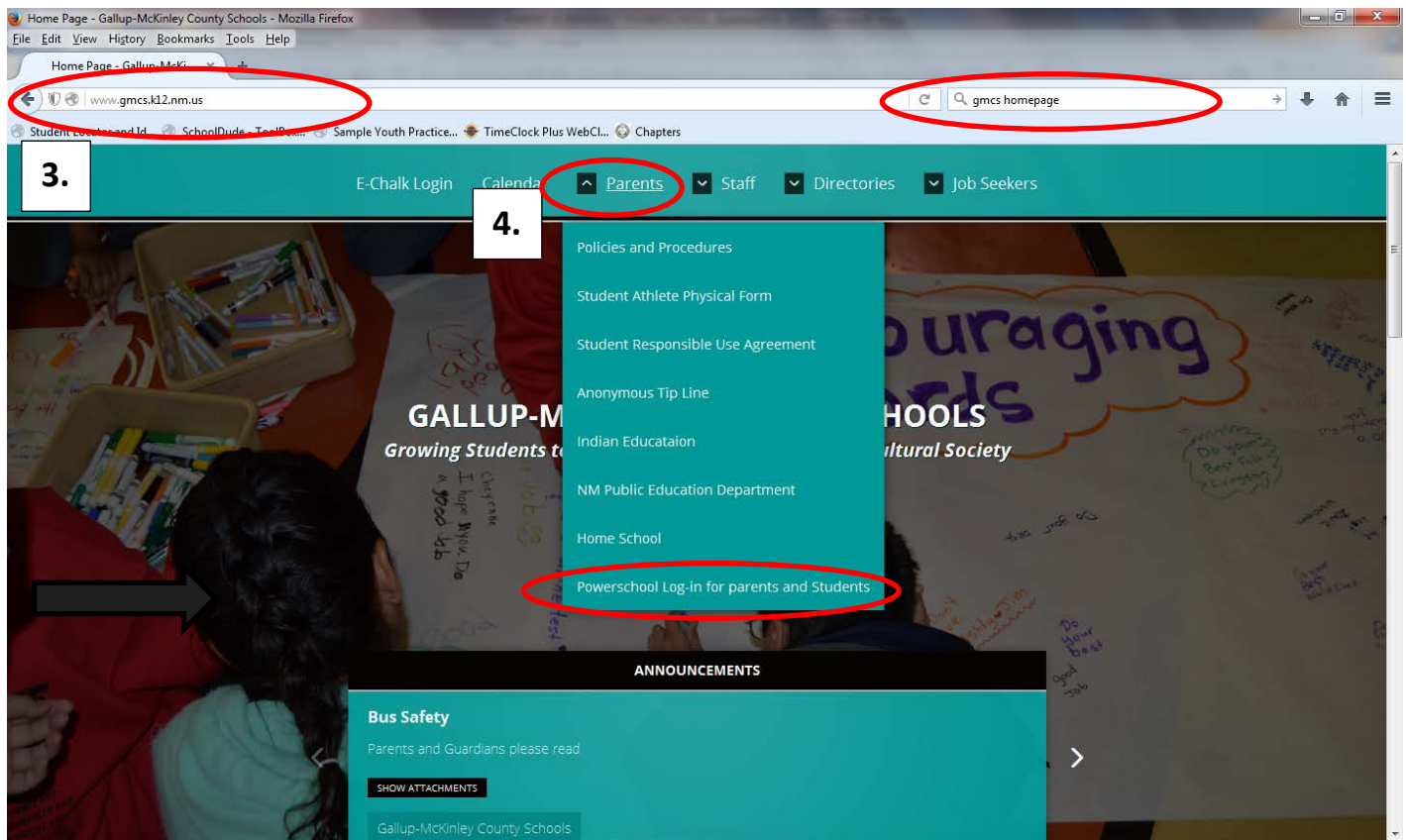
First – Let's make sure that you are using the correct Web Browser for this process.

1. Make sure that you have or can download – Mozilla FireFox.  
*(\*Which looks like the icon below\*)*
2. Open Mozilla FireFox

Con't . . .



## Instructions for PowerSchool- PARENT SINGLE SIGN-ON



3. Do a search for “Gallup McKinley County Schools – Homepage”

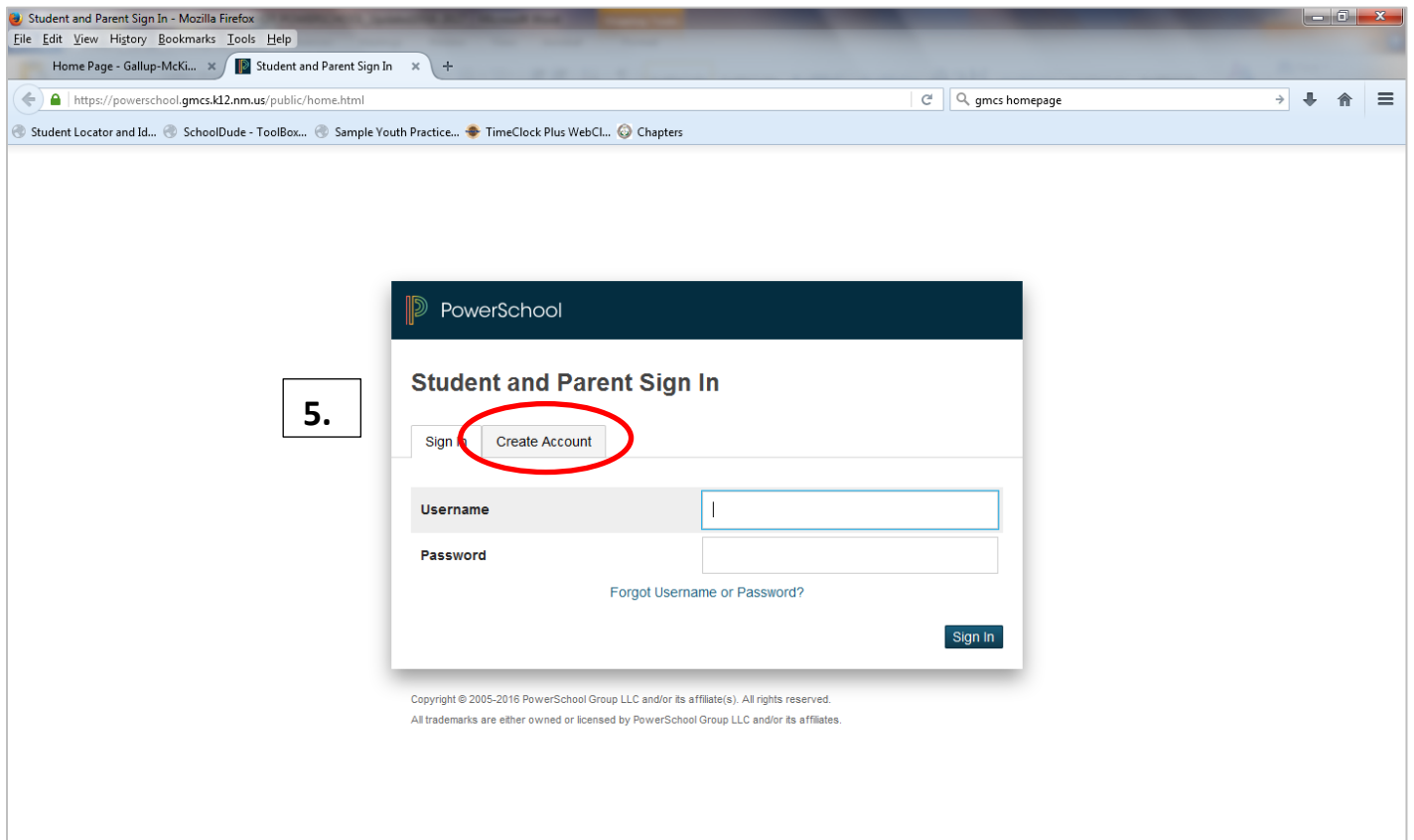
- <http://www.gmcs.k12.nm.us/>

Your computer screen should look as it does above

4. Look for “Parents” Tab > select “PowerSchool Log-in for Parents and Students”.

Once you have made you selection. This will then take you to the login page for Parent Access.

## Instructions for PowerSchool- PARENT SINGLE SIGN-ON



*You're doing GREAT!! . . . Keep going . . . 😊*

Your screen should look like the above – *\*if you are having complications - please look at your settings, if it has not opened to a login screen.\**

5. Select the back tab > Create Account.
  - Do not enter any login information as of yet.
  - Please have your student(s) State ID number(s) handy.

## Instructions for PowerSchool- PARENT SINGLE SIGN-ON

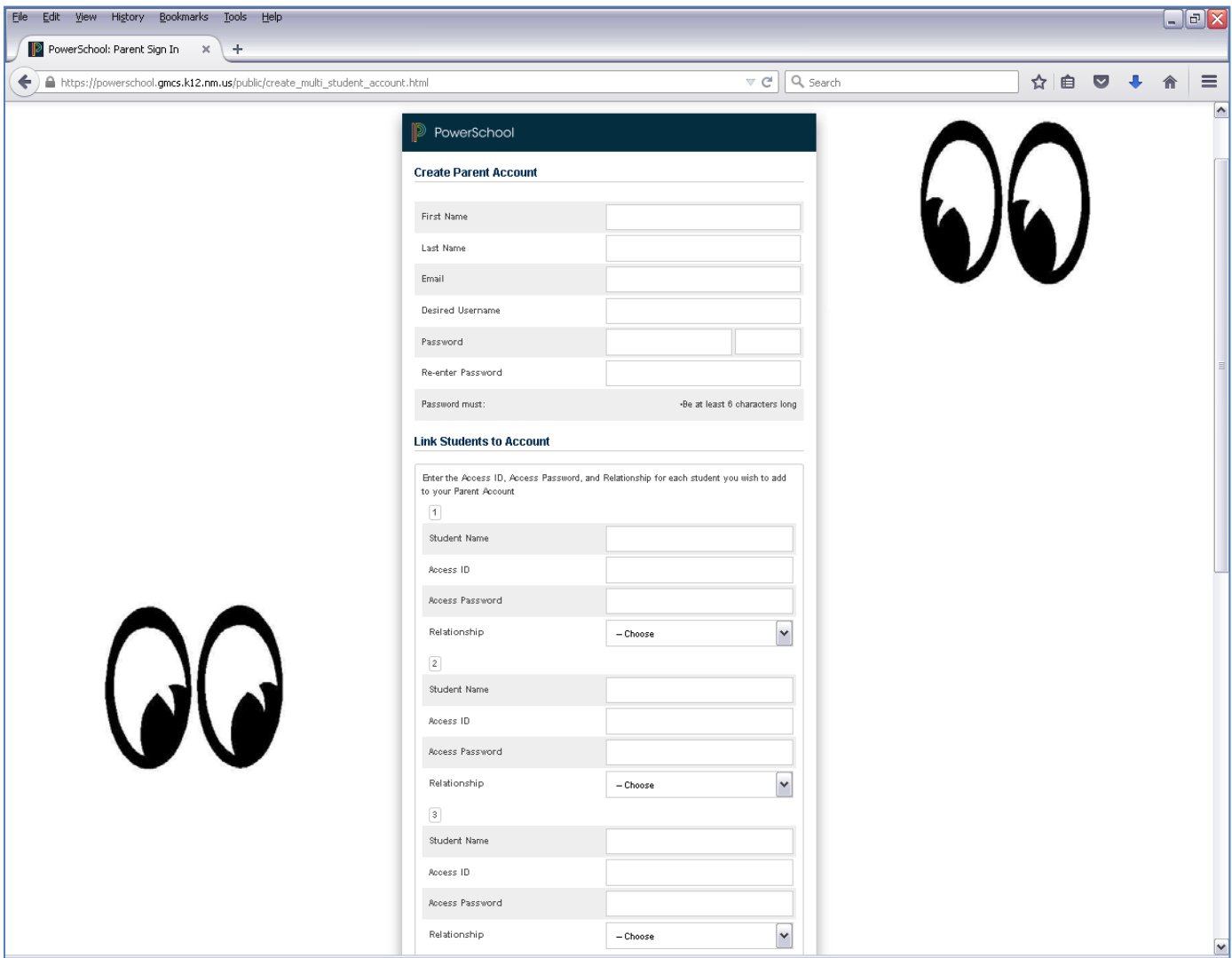
6.

6. Here we will select the > Create Account.

\*\*\* FYI: If you would like more detail at what information is needed you can select > Learn More \*\*\*

- Break down of field information will come up.

## Instructions for PowerSchool- PARENT SINGLE SIGN-ON



The screenshot shows a web browser window with the URL [https://powerschool.gmcs.k12.nm.us/public/create\\_multi\\_student\\_account.html](https://powerschool.gmcs.k12.nm.us/public/create_multi_student_account.html). The page features the PowerSchool logo at the top left. The main content is divided into two sections: 'Create Parent Account' and 'Link Students to Account'. The 'Create Parent Account' section includes input fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password, along with a note that passwords must be at least 6 characters long. The 'Link Students to Account' section contains three numbered rows, each with fields for Student Name, Access ID, Access Password, and a Relationship dropdown menu. The page is decorated with two large, stylized cartoon eyes on the left and right sides.

**Awesome, you're almost done!**

Take a quick glance at the application that now needs to be input by you.

All fields are self-explanatory; a walk through for the > [Link of Students](#) is on the next page.

## Instructions for PowerSchool- PARENT SINGLE SIGN-ON

PowerSchool

### Create Parent Account

First Name: Jane  
Last Name: Doe  
Email: janedone2015@yahoo.com  
Desired Username: Jdoe2015  
Password: [masked] Strong  
Re-enter Password: [masked]  
Password must: -Be at least 6 characters long

### 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	Little Tommy	Access ID	G123456789	Access Password	[masked]	Relationship	[dropdown menu open]
2	Student Name		Access ID		Access Password		Relationship	
3	Student Name		Access ID		Access Password		Relationship	

Relationship options: -- Choose, Mother, Grandfather, Grandmother, Aunt, Uncle, Brother, Sister, Brother\_half, Brother\_step, Cousin, Daughter, Father\_foster, Father\_step, Friend, Husband, Mother\_foster, Mother\_step

Parent Information

Student Information

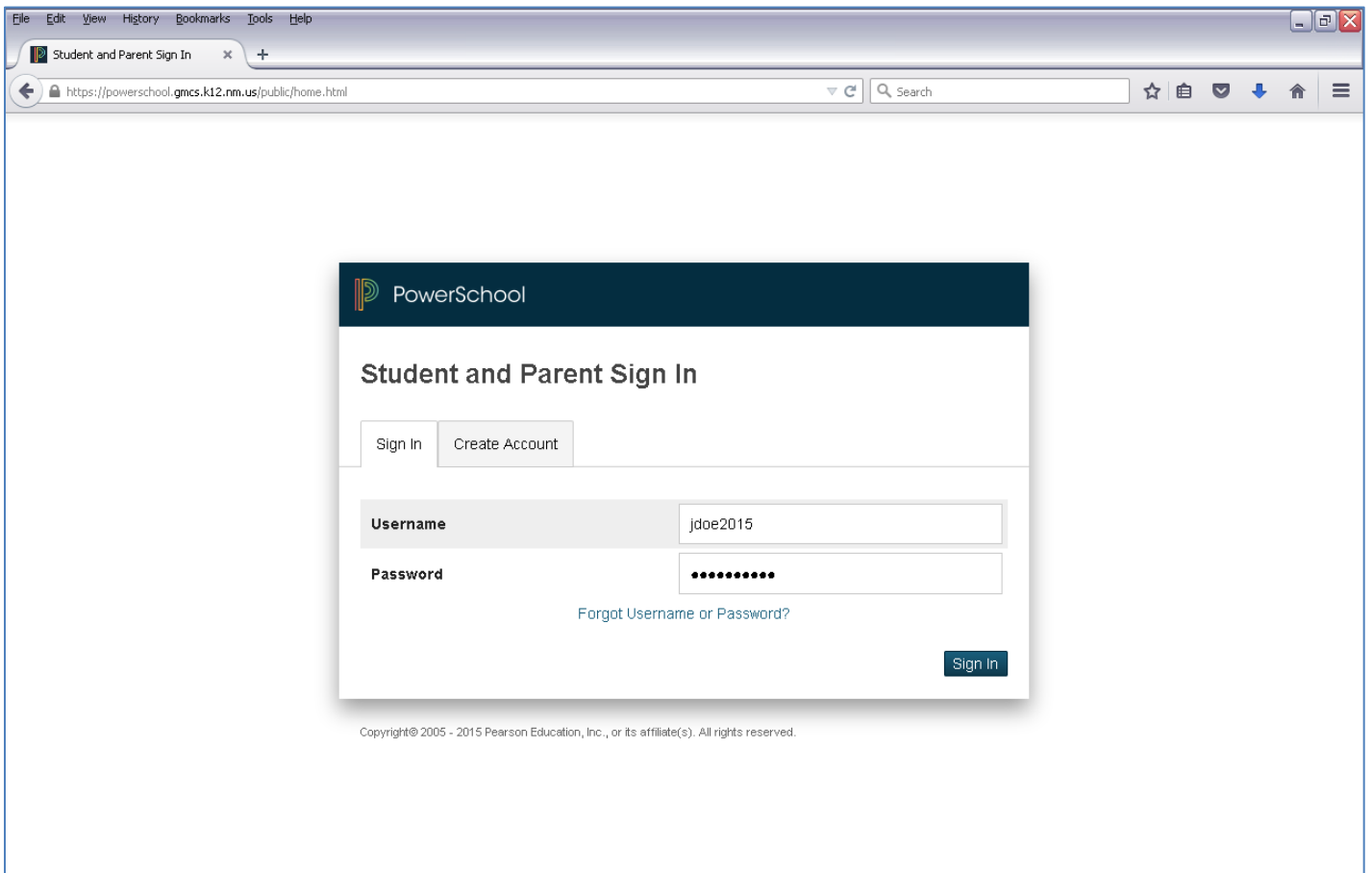
### Parent Information:

- **Data Entry is key!** Fill in fields accordingly (First Name, Last Name)
- Please use your current active email address; the email provided is used to recover your Username and/or Password – should it be forgot.
- Information that is input here is ***your*** Unique Username
- Provide an easy password that ***only you*** can remember. Keep this information in a safe place.

### Student Information:

- Provide your students name
- Access ID you will input your Student State ID adding a “G” to the beginning
  - (ex: G123456789)
- Access Password is the student DOB (mmddyyyy)
- Relationship to you parent/guardian

## Instructions for PowerSchool- PARENT SINGLE SIGN-ON



PowerSchool

### Student and Parent Sign In

Sign In Create Account

Username jdoe2015

Password .....

[Forgot Username or Password?](#)

Sign In

Copyright© 2005 - 2015 Pearson Education, Inc., or its affiliate(s). All rights reserved.

**Fabulous!!!**

**You have created your Parent Powerschool Single Sign on!!**

\*If you are not here, look at the screen and read the red errors and fix them accordingly – make sure that you re-enter the password as they clear each time an error comes up. And SUBMIT again.\*

Should you have no errors – you are able to use your login information you have created. (Parent: Username/Password)

Let the system compile the information given; you will be redirected to Powerschool with Student(s) class schedule.

**Take a look on the next page! 😊**

## Instructions for PowerSchool- PARENT SINGLE SIGN-ON

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Power Announcement
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences

### Grades and Attendance: Doe, Tammy

Grades and Attendance | Standards Grades

#### Attendance By Class

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A-E)											Language Arts 6 Hunt-Dailey, Emily - Rm: 216	--	--	--	--	--	--	0	0
2(A-E)											Math 6 Anderson, Erik - Rm: 223	--	--	--	--	--	--	0	0
3(A-E)											Navajo Language/Culture 6 Henry-Kee, Cecilia - Rm: 130	--	--	--	--	--	--	0	0
4(A-E)											MS-Keyboarding 6 Walker, Taylor - Rm: 110	--	--	--	--	--	--	0	0
5(A-E)											Science 6 Leosala, Melcah - Rm: 218	--	--	--	--	--	--	0	0
6(A-E)											World History 6 Westveer, Katherine - Rm: 221	--	--	--	--	--	--	0	0
Attendance Totals																	0	0	

Current Current GPA (S1):  
Show dropped classes also

#### Legend

**Attendance Codes:** Blank=Present | X=Excused Tardy | T=Unexcused Tardy | A=Activity | E=Excused Absence | H=Homebound/Hospitalized | I=Illness | S=Suspended | O=Office | R=Truant | U=Unexcused Absence | D=Detention | C=Checked Out | V=Verified |

**Citizenship Codes:** H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

**HORRAY!! You did an amazing job - WELL DONE!**

Navigate around the page! Take a look around 😊 . .

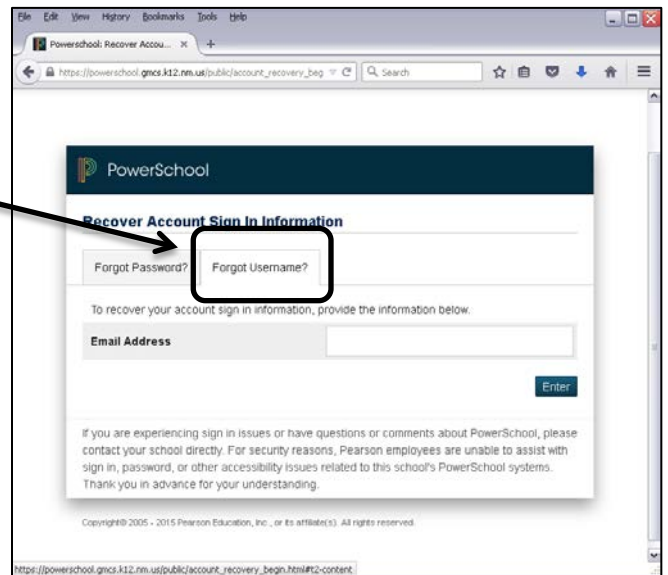
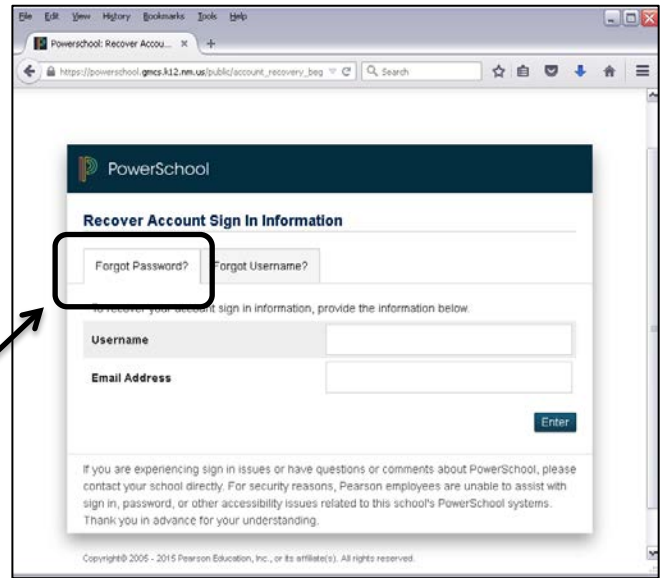
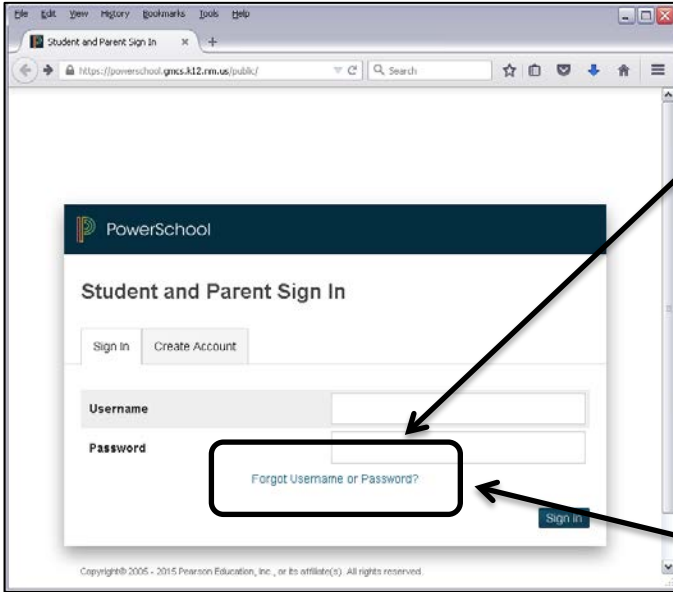
- Select your student(s) name (on the top right corner) you will see their class schedule and grades.
  - Selecting a “Letter grade” will take you to each class and show you what assignments that have been graded and what is pending.
- Select each of the different “Navigation” buttons and you can get
  - Grade and Attendance Alerts
  - Email alerts
  - Power Announcement alerts
    - **IF** your phone information is NOT correct – contact the school to get this updated right





## **TROUBLESHOOTING:**

### **1. Forgot your Username/Password**



Follow all the prompts on screens and you will be emailed your Username/Password. It's very important that you use the email you created with your Parent Powerschool.

### **2. Cannot login with the student State ID**

- Contact your student school and verify Student State ID and DOB
- Make sure that you are adding the "G" to the front of the Student State ID