

JOHNSON CITY SCHOOLS PARENT PORTAL SINGLE SIGN-ON GUIDE

Johnson City Schools is proud to offer online access to your child's grades and attendance. We hope you will find this new feature helpful. You should have received a letter from your student's school containing an access code and a password. **If you have more than one student, you will receive a letter for each student with a unique access code and password.**

Open your web browser and go to <https://psload.jcschools.org/public>. You will see the log in screen:

Click the create account button:

The screenshot shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is a 'Login' section with fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. Below the login section is a 'Create an Account' section with a description and a 'Create Account' button. A red arrow points from the text 'Click the create account button:' to the 'Create Account' button. At the bottom, 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 then be allowed to create your account and choose the students to associate with your login. You will need the access id and password for each student you would like to add.

Fill in your name and the email address where you would like to receive email notifications.

Enter your desired username in the box indicated. **The username cannot be the same as your email address.** If the username you choose is already in use, you will receive a message stating so and you will have the opportunity to enter another username.

Enter a password. Notice the strength indicator to the right of the password field. You should choose a strong password (one that contains letters, numbers and special characters.) Your password must be at least six (6) characters and is case sensitive.

In the bottom part of the screen, enter your student's name, the unique access id and password from the letter.

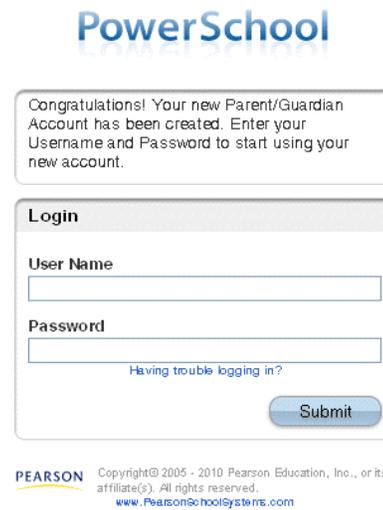
Note: You may enter up to seven (7) students on this page. If you have more than seven students, you will have the opportunity to add them once you log in the first time.

The screenshot shows the 'Create Parent/Guardian Account' form. It has fields for 'First Name' (lma), 'Last Name' (Parent), 'Email' (lmaparent@gmail.com), 'Desired User Name' (lmaparent), 'Password' (masked with dots), and 'Re-enter Password'. A strength indicator shows 'Strong'. Below this is the 'Link Students to Account' section with a table for entering student information. At the bottom, there is a PEARSON logo and copyright information: 'Copyright © 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.

Student Name	Access ID	Access Password	Relationship
1.			- Choose
2.			- Choose
3.			- Choose
4.			- Choose
5.			- Choose
6.			- Choose
7.			- Choose

Once you have completed the account creation process successfully, you will see the following screen:

You may now enter the username and password you created in the previous steps.



The image shows a screenshot of the PowerSchool login interface. At the top, the 'PowerSchool' logo is displayed in blue. Below the logo is a white box with a grey border containing a congratulatory message: 'Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.' Underneath this is a 'Login' section with a grey header. It contains two input fields: 'User Name' and 'Password'. Below the password field is a blue link that says 'Having trouble logging in?'. At the bottom right of the login section is a blue 'Submit' button. At the very bottom of the page, there is a small 'PEARSON' logo followed by copyright information: 'Copyright © 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.

Thank you for registering with the Johnson City Schools Parent Portal.