

Dear School Families:

We understand that some of you are having difficulties creating accounts in PowerSchool. We are sorry for the inconvenience. Here are a few tips to assist you.

**I created my PowerSchool account, now I need to add students to my account.**

Adding the first student:

If you created a PowerSchool account, go to <https://classroom.powerschool.com> to access Unified Classroom. Sign In with your PowerSchool ID (your email address) and Password and click “I have a student access code.” Enter exactly as shown on the mailer: your student’s name, access code (If the access code doesn’t already end with an “A”, add the capital letter “A” to the end of the access code), and password. Click “Add Another Student” to add more students. Click “Continue” when finished.



**I created my PowerSchool account, added one student, and now I need to add additional students.**

If you created a PowerSchool account, go to <https://classroom.powerschool.com> to access Unified Classroom. Sign In with your PowerSchool ID (your email address) and Password. Click on “Quick Links.” Choose “Portal Login.” Scroll to the bottom of the left navigation menu, choose “Account Preferences.” Click the “Student” tab, click “Add” at right, and enter exactly as shown on the mailer the student name, access ID (If the access code doesn’t already end with an “A”, add the capital letter “A” to the end of the access code), and password.

**I need to create a PowerSchool account.**

Using a computer (not a phone) and the Chrome web browser (not an app), clear your computer’s cache and cookies. Please follow the step-by-step instructions found at [www.usd497.org/PowerSchool](http://www.usd497.org/PowerSchool). When you reach Step 8, you will link ALL of your students to your account by entering the credentials from the mailers exactly as they are shown, EXCEPT please add a capital letter “A” to the end of the Student Access Codes. Multiple parents may use the same mailer credentials to create a personal account.

**I did not receive a sealed mailer.**

We're sorry! We realize that some mailers were sent to the student's primary address with the wrong parent's name on them. Other parents did not receive mailers. If we cannot assist you with this here tonight, please contact your child's school and ask them to look up your student access codes and passwords for you. Your access codes will already end with an “A”, so you will enter them exactly as is when creating your account.

**My contact information in PowerSchool is incorrect.**

Please complete the online form at <https://tinyurl.com/ydbqrczx> and submit. We will update the information.

*\*Note: We are not currently using the PowerSchool app. We will introduce an app in the future.*

Thank you for your patience! We look forward to improved communication and collaboration with school families through the use of PowerSchool.

The PowerSchool Team  
Lawrence Public Schools