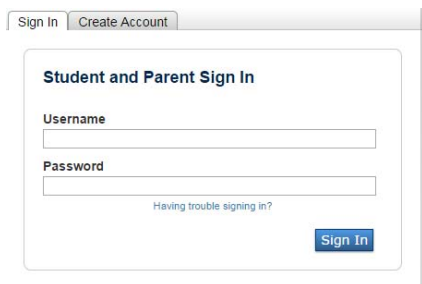


## Parent Portal Account Creation

***If you have created a parent account in the past, login with those credentials; they should still be valid!***

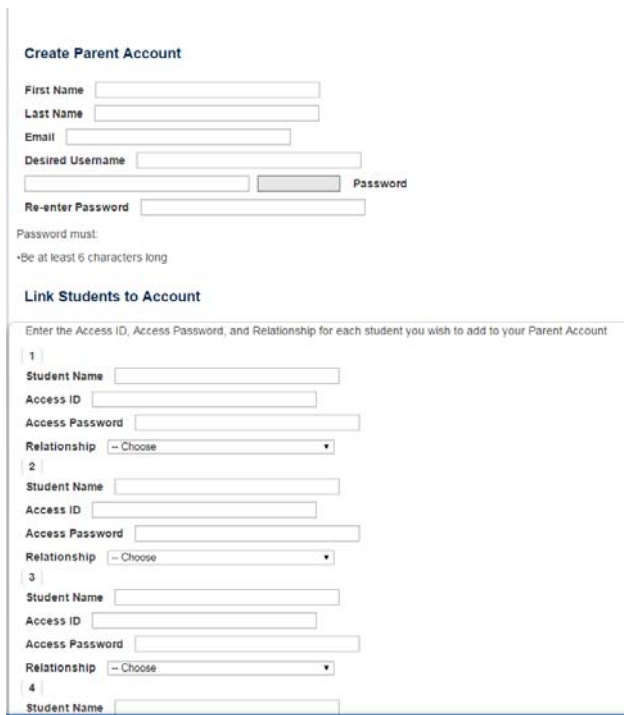
You may access information on multiple students if you have more than one child attending SFP. Each student will be provided with their own login credentials that are completely different than any of the information provided directly to you.

1. Visit the school home page at [www.sfponline.org](http://www.sfponline.org).
2. From the top-right side of the home page, click on the link to access the Power School Parent Portal.
3. If you have already created your account for this academic school year, simply login using your credentials.
4. If you are creating an account for the first time, from the login screen, click on the “Create Account” tab located at the top next to the “Sign In” Tab.



The screenshot shows a web form titled "Student and Parent Sign In". At the top, there are two tabs: "Sign In" (selected) and "Create Account". The form contains two input fields: "Username" and "Password". Below the password field is a link that says "Having trouble signing in?". At the bottom right of the form is a blue "Sign In" button.

5. Once you click on “Create Account”, you will be brought to the “Create Parent Account” page.



The screenshot shows a web form titled "Create Parent Account". It has several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Below the password fields, there is a note: "Password must: •Be at least 6 characters long". Underneath is a section titled "Link Students to Account" with a sub-instruction: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". This section contains four numbered rows, each with input fields for "Student Name", "Access ID", "Access Password", and a "Relationship" dropdown menu.

6. Fill in the top part of the form with your name, your email address, and the username and password you desire for this account. THE ACCESS ID and ACCESS PASSWORD are NOT your username and password; you get to pick your username and password.
7. Proceed to the bottom part of the form and enter the student's name, and the ACCESS ID and ACCESS PASSWORD you received (at "Back to School Night" or through the mail) for EACH of your students.
8. Once you complete the form, scroll down and click on "Enter."
9. You should be taken to the login page. Use the login credentials you created in step 6 to log in to your account and begin to enjoy the benefits of this service.

NOTE: Once you have logged in, go to "Email notifications" to select the progress reports and frequency that you prefer to receive; these are very helpful in staying on top of your student's progress.