## HOW TO ACCESS PARENT PORTAL

## www.richland2.org



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## You must first create an Account.

PowerSchool	
Student and Parent Sign In	Student and Parent Sign In
Sign In Create Account	Sign In Create Account
Select Language English •	Create an Account
Username	Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.
Password	Create Account
Forgot Username or Password?	Cleate Account
Sign In	Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.

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reate Parent Account	
First Name	
.ast Name	
Email	
Desired Username	*
Password	
Re-enter Password	
Password must:	-Be at least 6 characters long
ink Students to Account	
Enter the Access ID, Access Password, a your Parent Account 1 Student Name	and Relationship for each student you wish to add to
Access ID	
Access ID Access Password	4

NOTE: The Username cannot be an email address. Username cannot have any symhols either.

Student Name: First Last

Relationship: Parent Relationship To Student

Instructions for Access ID and Access Password

• Access ID will be the student's ID number (either 12 or 5 digits) that can be found on their most recent report card or current schedule.

\* Access Password will be the student's birthday, Using 6 digits without dashes or slashes. Example 02/16/1994 will be 021694.