

Marion Independent School District – Step 1 - Single Family Log-in Instructions

Parents,

Please read and retain this important document so you can access PowerSchool information for your student(s). Parent/guardians will now have the ability to create an account that will allow access to all of your student(s) from a single login. You will be required to create your own user name and password.

You will need to go to the PowerSchool login page:
<https://ps-marion.gwaea.org/public/> or click on the PowerSchool link from the school website. You will see the following screen:

1. Click the Create Account button
2. The screen below will appear

Create Parent/Guardian Account

First Name	<input type="text" value="Joshua"/>
Last Name	<input type="text" value="Toll"/>
Email	<input type="text" value="jtoll@mail.com"/>
Desired User Name	<input type="text" value="jtoll"/>
Password	<input type="password" value="....."/> Strong
Re-enter Password	<input type="password" value="....."/>

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1. Alex Toll	2864	Father, natural/adoptive ▼
2.			-- Choose ▼
3.			-- Choose ▼
4.			-- Choose ▼
5.			-- Choose ▼
6.			-- Choose ▼
7.			-- Choose ▼

This is where you will setup access to your student(s).

- Enter an e-mail address – Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, only one account should be created.
- User Name (No apostrophes or @ symbol).
- Password (No apostrophes and it must be at least six characters)
- Enter the name of each student.
- Enter the Access ID and Access Password for each student.

****Access ID and Access Password are shown at the top of the cover**

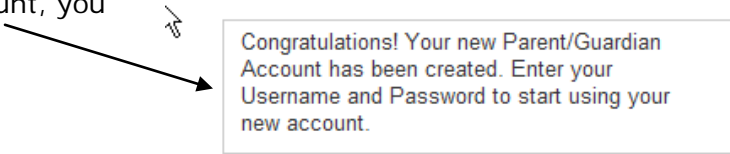
letter.

- Select the relationship to the student.

NOTE: Should you enter something incorrectly when you hit the Enter button, the edit checks will catch the error and blank out many of the fields you have entered. You must re-enter the information in its entirety before the record can be saved.

3. Click Enter when you have completed entering all of your students.

4. When you have successfully created your account, you will receive this message.



Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

[Having trouble logging in?](#)

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

After successful login, you will see a series of tabs under the PowerSchool logo listing your students.



- Select the desired name to access that student's information.



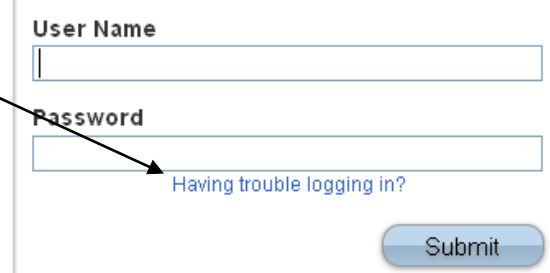
What if you forget your login information?

On the login page click "Having trouble logging in?"

If you forget your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send a Security Token to the e-mail address listed with instructions on how to reset your password.



Login

User Name

Password

[Having trouble logging in?](#)

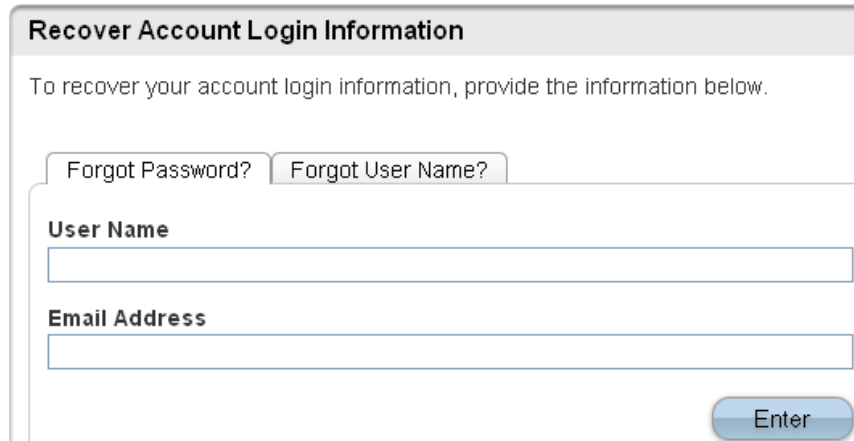
Submit

It is important to note that the Security Token is only good for 30 minutes. If you fail to reset the password in the allotted time, you will need to repeat the process.

If you forget your User Name:

- Click on the Forgot User Name tab
- Enter your e-mail address
- Hit Enter

The system will send you an e-mail listing your User Name.



Recover Account Login Information

To recover your account login information, provide the information below.

Forgot Password? **Forgot User Name?**

User Name

Email Address

Enter