UCPS
UNION COUNTY PUBLIC SCHOOLS

www.ucps.k12.nc.us

Teaching and Learning
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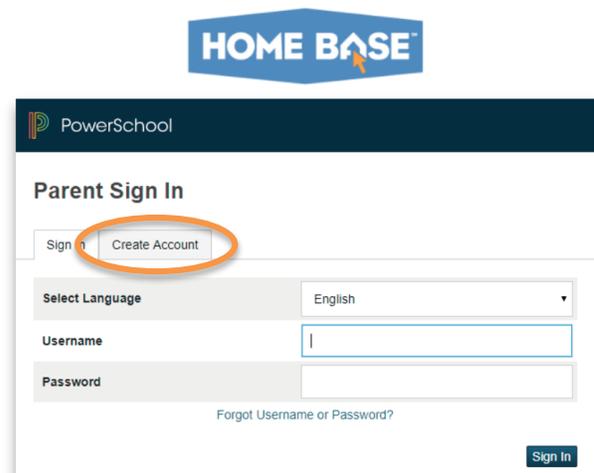Fax 704.289.9182

PowerSchool Parent Portal Access

Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and password for at least one student enrolled in school. You can obtain this information with identification from the school's front office. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. If you have questions, contact your school.

1. Open your web browser and navigate to the EmpowerED Family Portal. You can find the EmpowerED Family Portal by hovering over "Parents and Students" and clicking on EmpowerEd Family Portal.

2. Select Parent Resources on the left navigation menu.

3. Click on "PowerSchool Parent Portal"

4. Click the Create Account tab and then the Create Account button.

EmpowerED

Create Parent Account

Parent Account Details

First Name	Parent First
Last Name	Parent Last
Email	enteryourmeailhere@gmail.com
Desired Username	parentusername
Password	
Re-enter Password	

Password must:	•Be at least 7 characters long	•Contain at least one uppercase and one lowercase letter	•Contain at least one letter and one number	•Contain at least one special character

5. Complete the Parent Account Details. You can create your own username and password. The password must be at least seven characters, contain both upper and lowercase letters, and contain a letter, a number and a special character.
a. You may be prompted to select a different username if the one you choose has already been used.

Link Students to Account

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

1

Student Name	Student Name
Access ID	123456
Access Password	•••••
Relationship	Mother

2

Student Name	
Access ID	

6. Enter your child's first name, Access ID and Access Password. This information is obtained from the front office of the child's school.
7. Repeat step 6 to add additional students to your account.
8. Click Enter. If successful, you will be directed to the parent sign-in screen. If you receive an error message, you will need to make any corrections suggested and try again.

HOME BASE

PowerSchool

Parent Sign In

Sign In	Create Account

Select Language	English
Username	
Password	

Forgot Username or Password?

Sign In

9. Use the credentials just created to login at the sign on screen.

PowerSchool

Mason

Navigation

- Grades and Attendance
- Test Results
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences

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Profile

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10. The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Parent Portal. The navigation includes the following key links:
   a. **Grades and Attendance**- click to view student grades and attendance for the current term.
   b. **Grades History**- click to view student grades for the previous term.
   c. **Attendance History**- click to view the attendance history for the current term.
   d. **Email Notification**- use to set the e-mail notifications you can receive on a regular basis.
   e. **Teacher Comments-** click to view any teacher comments.
   f. **My Schedule-** click to view current student schedule
   g. **Account Preferences**- click to manage your PowerSchool Parent Portal account preferences, including reset your password.

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