Instructions for first-time set up: POWERSCHOOL (Parent/Guardian)

Please go to the OLH/SLS website (www.olhsl.com). On the website, scroll to the bottom of the page. There you will see different links to click. Please click on the one that says "PowerSchool." A page will load with information and a tutorial video/explanation about the program. If you wish to skip the tutorial and set up an account, click on the "PowerSchool" logo on the right in rainbow colors. This will take you to the main page of PowerSchool for the Archdiocese (*please book mark it as the web address is specific to the AOB.* The website www.powerschool.com will NOT WORK for your student)! To set up your account for the first time, please follow the instructions below:

- **Click on the tab that says "Create Account"**
- **Fill in the appropriate information as requested**
- **It will as you in the first set of questions for the desired username and password: CREATE YOUR OWN**
- **In the next section, after student name, you will be required to enter the access ID and access password on the paper sent home (this is for one time use only)**
- **For relationship, choose mother, father, or parent**
- **PowerSchool should then allow you to enter the username/password YOU created**
- **If necessary, refresh the page or return to the OLH/SLS website and click PowerSchool again**

Please note that the letter "O" and the number "0" (zero) often look the same on the paper. If one does not work, please try the other. There have been instances where set up was not successful because the letter "O" was actually a zero.

There is an app for PowerSchool. The district code is **PJQM**.

If you are unable to log in, please feel free to contact me via email (bdousa@olhsl.com) and we can set up a time to look over the account in either person or via phone conference.

If you forget your username/password, you have the ability to reset it by going to the homepage and clicking on "forgot username or password"? under the sign-in. Please note, the link is only good for 30 minutes or it is necessary to click the "forgot username or password"?

Please note that prior to finalization of grades PowerSchool will be disabled so teachers can update grades for progress reports. A message will appear stating that PowerSchool is disabled temporarily. The information regarding trimester dates can be found in the school newsletter.

Thank you,

Mrs. Beth Dousa
PowerSchool Administrator