
1. Go to the district website http://power.newpal.k12.in.us/public
2. Click on Create Account as shown below:

4. A window will appear for you to create your new account. You will need to fill in the top portion of the window with your Name, e-mail address, and the User Name and Password you would like to create. On the bottom portion of the screen, you will need to enter the name of your student(s) with the User Name (Access ID) and User Password (Access Password) given to you in the letter sent home informing you of the new Single Sign-On Parent Access. You will also need to fill
in your relationship to the student from the drop down menu. Click the “Enter”
button when you have completed entering all your 6th – 12th grade students.

5. Once you have created your new account, you will now see your student(s)
listed just under the PowerSchool logo in the Parent Portal as seen below:

Each of your students will have a tab in which you
can view their individual information. The student
you are currently viewing will be highlighted.
To view your individual student’s information, just click on their name tab.

6. You can view your account information any time by clicking on the Account Preferences icon on the top toolbar as indicated below. (If you ever need to add additional students to your account, you can add them under Account Preferences as well.)

Please note: You can check your demographic information at any time and let the school know of any changes.

7. In the event you have forgotten your User Name or Password for this new account, on the main PowerSchool Parent Portal log on screen you will see a link that states, “Having trouble logging in?” as indicated below:
Click on the “Submit” button.

8. On the Recover Account Login Information screen, you will be able to select one of two tab options. The first tab should be used if you forgot your Password and the second tab should be used if you forgot your User Name and Password as indicated below:
**Please note:** An e-mail will be sent to you with the appropriate information regarding your account. This e-mail will be the one you indicated when you set up the account for the first time.