

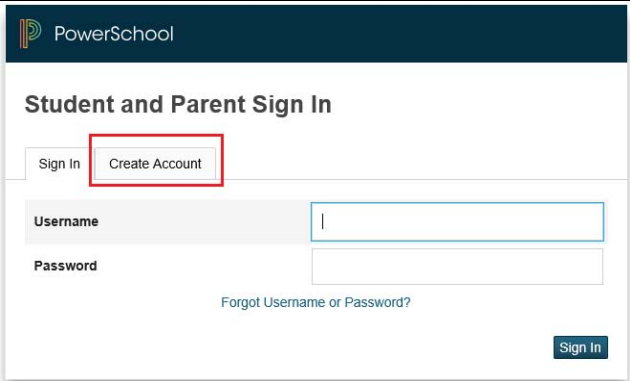
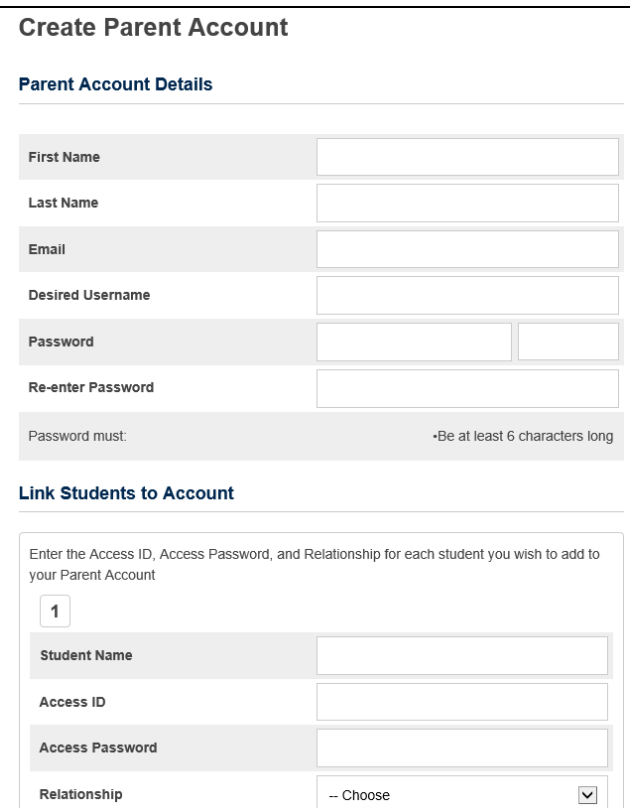


# CLCS Information Technology System Procedure

## POWERSCHOOL PARENT PORTAL ACCOUNT SETUP

### Steps to Follow:

Before even signing up contact the school office to get the access ID and password for every student in your household. **YOU WILL NEED INFORMATION FOR AT LEAST ONE STUDENT TO CREATE YOUR ACCOUNT.** Google Chrome tends to work the best when accessing the portal.

<p>1. When you have this information: Access the sign-on page via a web browser.</p>	<p style="text-align: center;"><a href="https://clake.powerschool.com/public/">https://clake.powerschool.com/public/</a></p>
<p>2. Click the <b>Create Account</b> tab on the main login box.</p>	
<p>3. Click the <b>Create Account</b> button.</p>	<p style="text-align: center;"><b>Create Account</b></p>
<p>4. Fill out all the information under Parent Account Details then scroll down and enter in the information under the Link Students to Account sections. There are several sections in case you have several students to add.</p>	



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5. When finished be sure to click the Enter button at the bottom of the page to submit your information. You will be brought back to the Sign In page, enter the username and password you entered during registration.

Enter

6. Once you are logged into the portal choose what you want to view using the Navigation menu on the left side of the window.

### Navigation

-  Grades and Attendance
-  Grade History
-  Attendance History
-  Email Notification
-  School Bulletin
-  Account Preferences
-  My Schedule
-  Test Scores
-  Lunch Balance

7. If you need to add more students to your profile or account go to the Account Preferences menu option and click the Students tab.

## Account Preferences

Profile   **Students**

8. When finished using the portal click the Sign Out link in the top right corner of the window.

Sign Out

If you are going to utilize the PowerSchool Mobile app for your smart phone or tablet you just need a district code to configure the app. You can use the search feature or just type in the district code: **TQQW** for Chautauqua Lake Central School District.

To log into the app use the same username and password you configured using this procedure.