

Glenview SD#34 – PowerSchool Parent Account Setup

Please read through the directions below to access your students' PowerSchool information (and/or complete online registration).

Go to the PowerSchool login page:

<https://pschool.glenview34.org> or click the PowerSchool link on the district website under the Parents tab. Click the Create Account tab and then the Create Account button.

You will see the following screen:

This is where you will setup access to **ALL** your students.

- Enter an E-Mail address – Note: The e-mail address **MUST** be unique. If Parents/Guardians share the same e-mail address, you should only set up one parent access account.
- Desired User Name (No apostrophe's) – This can be any name you want and will remember.
- Password (No apostrophe's and must be at least six characters)
- Enter the Name of each Student to add to your account. (Given name or nicknames are allowed.)

- The Student Reference ID and Key for

Student Reference ID:

Student Reference Key:

- Select the relationship you are to the student. (For example, Mother, Father, Aunt, etc.)
- If you have multiple students attending District 34 you may link them now by entering additional Reference IDs and Keys. Or you may link them at a later time (see below).

- Click Enter when you have completed this link to all of your students.

The screenshot shows the PowerSchool web interface. At the top is the PowerSchool logo. Below it is the 'Create Parent Account' section, which contains several input fields: First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. A note below the password fields states 'Password must: •Be at least 6 characters long'. Below this is the 'Link Students to Account' section, which includes a heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. There is a small box with the number '1' indicating one student is being added. The fields for this student are Student Name, Access ID, Access Password, and Relationship (a dropdown menu currently showing '-- Choose').

Assuming you are successful, you will receive a message that your account has been created, and you can login using the username and password you just created.

NOTE: The above Student Reference ID and Key may be shared with anyone who would like to create an account that is linked to

This may include multiple parents, stepparents, or other adults who need to complete online registration and view student data.

Student's in grades 3-8 have their own PowerSchool username/password and do not need to create an account this way.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members. Select the appropriate name to change the page to that student's information.



What if you forget your login information?

On the login page click on "Forgot Username or Password?"

If you forgot your Password:

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

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.

If you forgot your User Name:

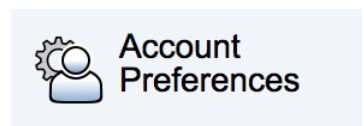
- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.

This is a screenshot of the PowerSchool login page. At the top is the PowerSchool logo. Below it are two tabs: 'Alicia' and 'Jacob'. The main heading is 'Student and Parent Sign In'. There are two buttons: 'Sign In' and 'Create Account'. Below these are two input fields: 'Username' and 'Password', each with a lock icon. A link 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is at the bottom right. An arrow points from the text 'On the login page click on "Forgot Username or Password?"' to the 'Forgot Username or Password?' link.This is a screenshot of the 'Recover Account Sign In Information' page. At the top is the PowerSchool logo. Below it are two tabs: 'Forgot Password?' and 'Forgot Username?'. The main heading is 'Recover Account Sign In Information'. Below the heading is a text prompt: 'To recover your account sign in information, provide the information below.' There are two input fields: 'Username' and 'Email Address'. An 'Enter' button is at the bottom right. An arrow points from the text 'Click on the Forgot User Name tab' to the 'Forgot Username?' tab.

How do I add additional students to my account?

Once you have created your account, you may add more students to your account now or in the future after students begin in District 34. Log in to your account and click on Account Preferences on the left. Then click on the Students tab, and the "Add +" button. Enter the information requested and click Submit.



If you have questions, please contact your school office.

- Henking: (847) 998-5035
- Lyon: (847) 998-5045
- Westbrook: (847) 998-5055
- Glen Grove: (847) 998-5030
- Hoffman: (847) 998-5040
- Pleasant Ridge: (847) 998-5050
- Attea: (847) 486-7700
- Springman: (847) 998-5020