

Parent Portal Quick Reference Card for NEW Accounts

IMPORTANT: If you already have a parent portal account, please go to the bottom of these instructions to add your student to your existing account.

1. Go to www.cwcboe.org and select the Parent Portal icon at the top of the screen.
2. The icon will bring you to the Parent Sign In screen. **Do not use the Access ID and Access Password provided to sign in on this screen. The Access ID and Access Password are for account creation ONLY as outlined below.** Select the **Create Account** tab at the top of the screen and then select Create Account from the blue box near the bottom of the screen.



3. Type your First Name, Last Name and E-Mail ID in the appropriate boxes.

4. In the Desired User Name box, type **a user name of your choosing**. Please be sure to select a user name that you will remember.

5. In the Password AND the Re-Enter Password boxes, type **a password of your choosing** that is at least four (4) characters in length. The password can be all alpha, all numeric, or alphanumeric, and is **case sensitive**. Again, please select a password that you will remember.
6. In the Link Students to Account area, you will enter information for **each** student within your household that attends school (**High school and middle school students should already be linked. To add another child to your account, please refer to “Adding a Student to Existing Account” instructions below.**)

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

Access ID

Access Password

Relationship -- Choose

2

Student Name

Access ID

Access Password

Relationship -- Choose

3

Student Name

Access ID

7. For each student that you wish to link to your account, follow the steps below. (*Note: If you have not created an account to view your high school or middle school student’s information, please contact the school secretary for the Access Id and Password for that student.*)
 - a. In the Student Name box, type the name of your student in **Last Name, First Name** format. (i.e., for John Smith, type **Smith, John**).
 - b. In the Access ID field, type the 4 to 6-digit Access ID provided on the parent letter for that student.
 - c. In the Access Password field, type the 6 to 8-digit Access Password provided on the parent letter for that student.
 - d. Select the relationship of the student to you from the drop-down menu. For example, if John Smith is your son, select SON from the drop down menu.
 - e. Repeat steps “a through e” for each of your students. You can add additional students in the future as your students advance through the school district.

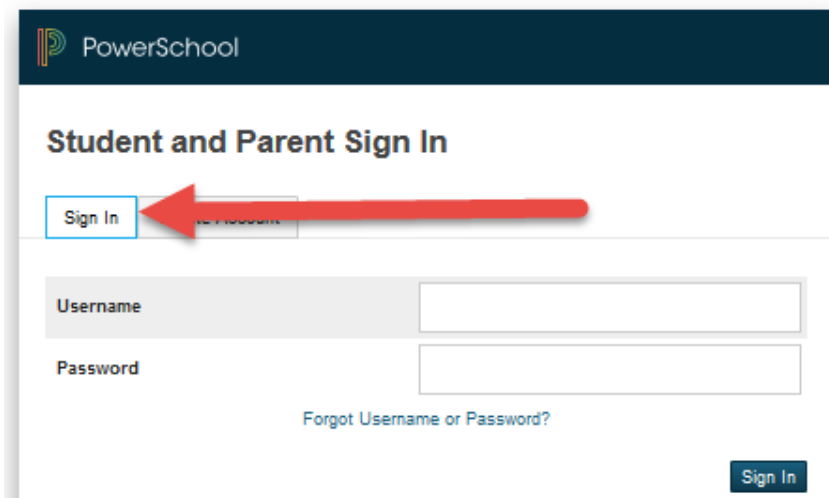
8. After entering all of your students' data, click on Enter. You should receive a successful completion message.



A screenshot of a web form with a torn paper edge effect. It contains three input fields: 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '-- Choose' selected). A blue 'Enter' button is located at the bottom right. A red arrow points from the bottom of the form towards the 'Enter' button.

Note: If you receive an error message that indicates that one or more of your students was not added to your account, please verify the name format (last name is first and a comma is between LAST NAME, FIRST NAME), Access ID and Access Password are typed in correctly for each student and press Enter again. If the error persists, contact info@cwcboc.org for additional assistance.

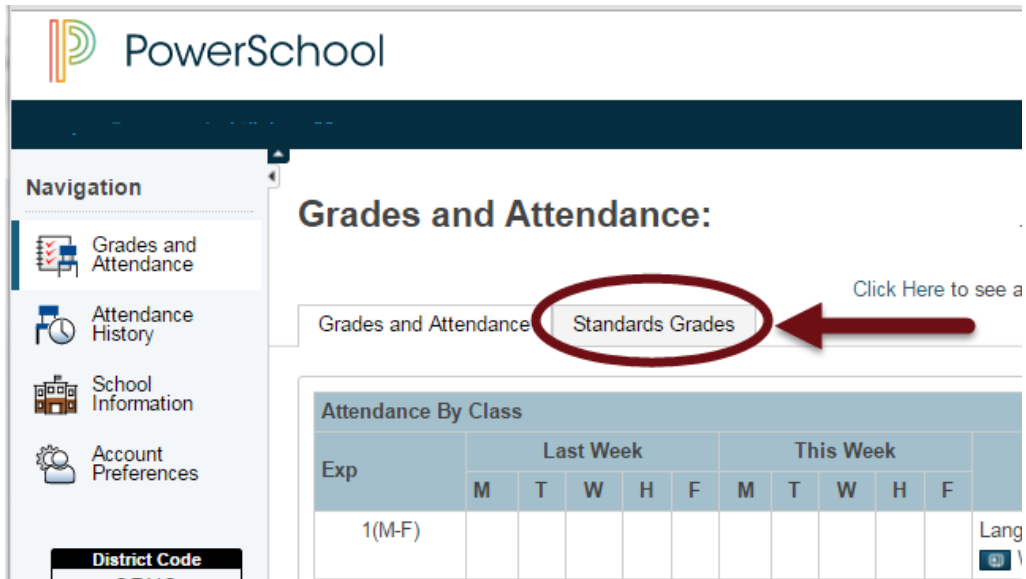
9. After creating your account successfully, you will be brought back to the Parent Portal Sign In Screen.



A screenshot of the PowerSchool 'Student and Parent Sign In' screen. The header shows the PowerSchool logo. Below the title, there is a 'Sign In' button with a red arrow pointing to it from the right. Underneath are 'Username' and 'Password' input fields. A link for 'Forgot Username or Password?' is located below the password field. A second 'Sign In' button is at the bottom right.

10. **Using the newly created ID and Password (steps 4 and 5 above), sign in to view your student(s)'s information.**
11. After following this process once, use the ID and Password YOU created to sign in for all future Parent Portal Access. Only ONE account PER PARENT is needed, but each individual parent can create an account using the access id(s) and password(s) provided.

12. Once you sign in to the portal, you will see your student(s) names on the top left of the screen. Select the name of the student for whom you wish to view the grades. Then, on the center of the screen, select the Standards Grades tab.



13. The Standards grades for that Trimester for the student will appear.

Grades and Attendance		Standards Grades
Art 3		T1
Participates appropriately and uses time and materials wisely		3
Grasps concepts and shows growth in developmentally appropriate skills		3
Language Arts 3		T1
Applies word analysis skills		3
Reads with accuracy and fluency to support comprehension		2
Asks and answers questions to demonstrate understanding of texts		3
Recounts stories to determine the moral through key details in text		Cl
Retells stories using characters, setting, problem, and solution		2
Describes characters and how they contribute to sequence of events		2
Compares and contrasts similar themes and topics within and across texts		NE
Distinguishes personal point of view from that of the author		NE
Identifies and utilizes nonfiction text features		3
Identifies the main idea in texts		3