

## Managing Parent Portal Access for Students 18 and Over

Parents may have access to their child(ren)'s student information through the PowerSchool Parent Portal. Once the child turns 18 years of age, the parent must be granted permission from the student to continue to have this access. If the student does not provide access permission for the parent the parent portal account must be disabled.

### Checking Permissions for Parent Portal Access

Check permissions for students who have granted permission for their parent's to access to their student information through the *Parent Portal Access Accounts*.

1. With the student selected, click on "Parent/Emergency" located under the *Information* sub-heading of the left-hand student menu.
2. Check the "Adult Student (over 18) has given parent permission to the OSR (which also includes Parent Portal Access)" check box.
3. Click "Submit" to save changes.

### Enabling the Parent Portal Access Account

If the student has provided permission for the parent to have access using the Parent Portal Access Account, the parent account needs to have the access re-enabled.

1. With the student selected, click on "Access Accounts" located under the *Information* sub-heading of the left-hand student menu.
2. Check the "Enable Parent Access" check box.
3. Click "Submit" to save changes.

# Managing Parent Portal Accounts

## Disable Parent Portal Access Account

Disable parent portal access of students 18 years of age who have not provided permission for parents to have access to their student information through the *Parent Portal Access Accounts*.

1. With the student selected, click on “Access Accounts” located under the *Information* sub-heading of the left-hand student menu.
2. Make sure the “Enable Parent Account” check box is unchecked. Note, this check box is unchecked when the system scans and locates a student who is over the age of 18, has a parent access account attached to them, but does not have the “Adult Student (over 18) has given parent permission to the OSR (which also includes Parent Portal Access)” check box checked.
3. Click “Submit” to save.

Start Page > Student Selection > Access Accounts

**Access Accounts 18+**

Ali, Mohammad 12 110000123 NSS Kotter, Gabe

**Student Access Account**

Enable Student Access

Student Username  (Student Username will be imported nightly)

Student Password

**Access Keys**

Enable Parent Access  **2**

Access ID

Access Password  (Student Number)

**Parent Access Accounts** Edit Remove Add +

Butterfly Ali **1**

**3** Submit

**IMPORTANT!** Proceed to “Remove Student from Parent Access Account” to completely remove the parent’s access.

## Remove Student from Parent Access Accounts

Remove students 18 and over from the *Parent Portal Access Account* “Student” listing where the parent has not been granted access permission by the student.

1. With the selected student’s *Access Account* screen still open, click on the parent’s name (blue text hyperlink) located under the *Parent Access Accounts* sub-heading.

**Access Keys**

Enable Parent Access

Access ID  Suggested New Access ID is 176832


Access Password  (Student Number)

**Parent Access Accounts** Edit Remove Add +

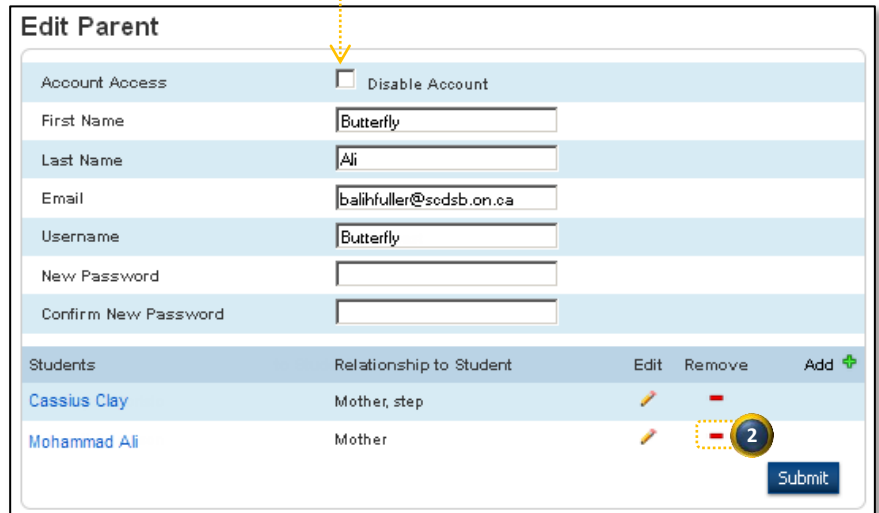
Butterfly Ali **1**

Submit

# Managing Parent Portal Accounts

- The *Edit Parent* screen opens, locate the student name to be removed under the *Students* sub-heading, then click on the associated “red minus symbol”  located under the *Remove* sub-heading.
- The *Remove Student* window will open, click on the “Remove” button.
- The *Remove Student* window updates, leave the fields unchanged, and click on the “Do Not Change” button.
- The *Edit Parent* screen will update with the student removed from the listing under the *Students* sub-heading. Click “Submit” to save. The parent will no longer have the students name listed in the *Parent Portal Account*.

**IMPORTANT!** Leave the “Disable Account” check box unchecked, as this will disable the parent account for any other students (i.e. younger brother) also associated with the parent access account.



**Edit Parent**

Account Access  Disable Account

First Name






Last Name

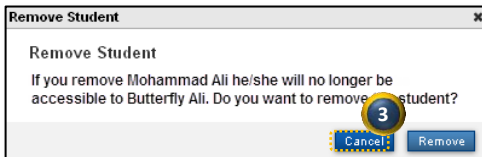
Email

Username

New Password

Confirm New Password

Students	Relationship to Student	Edit	Remove	Add 
Cassius Clay	Mother, step			
Mohammad Ali	Mother		 2	

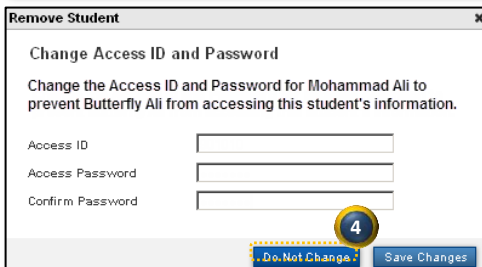


**Remove Student**

Remove Student

If you remove Mohammad Ali he/she will no longer be accessible to Butterfly Ali. Do you want to remove student?

3



**Remove Student**

Change Access ID and Password

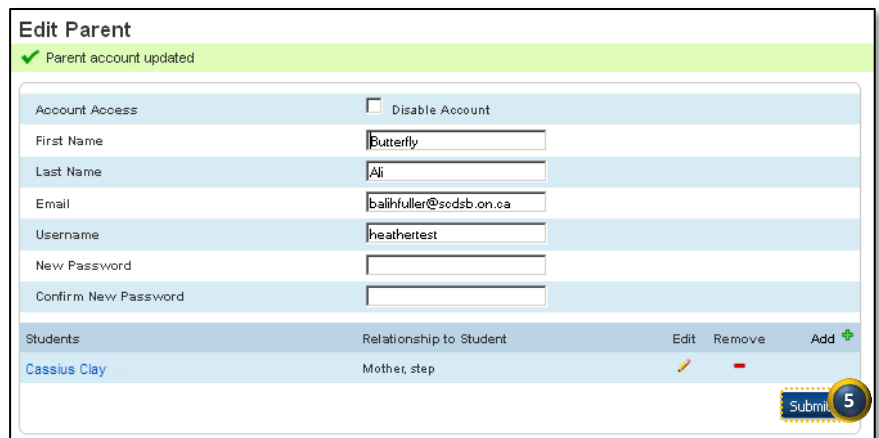
Change the Access ID and Password for Mohammad Ali to prevent Butterfly Ali from accessing this student's information.

Access ID


Access Password

Confirm Password

4



**Edit Parent**

 Parent account updated

Account Access  Disable Account

First Name




Last Name

Email

Username

New Password

Confirm New Password

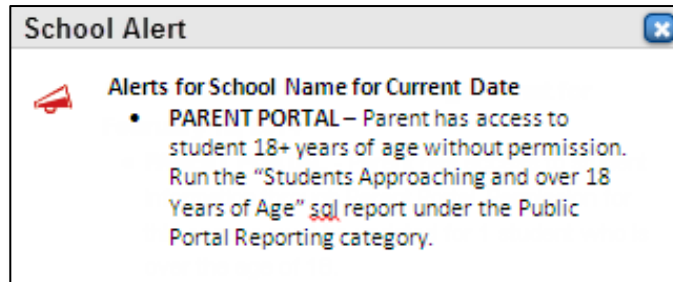
Students	Relationship to Student	Edit	Remove	Add 
Cassius Clay	Mother, step			

5

**Important!** As part of the records scanning process, the “Enable Parent Access” will be unchecked for all students 18 years or over who do not have the “Adult Student (over 18) has given parent permission to the OSR (which also includes Parent Portal Access)” check box checked. The parent will still have access to the *Parent Portal* however the student information screens will indicate there is no information available. To disable email updates sent to the parent, the student must be removed from the Parent Portal Access Account.

## General School Alert

A new alert icon has been created and will appear on all student screens in PowerSchool indicating there is information requiring immediate attention. At this time the alert is only tied to the Parent Portal and signals that a parent has access to student information without permission for a student over 18 years of age.



### The school office will be required to:

- Run the “Students Approaching and over 18 Years of Age” sqlReport.
- Check permissions for students who have granted permission for their parent’s access to their student information through the *Parent Portal Access Accounts* and enable the parent’s access account.
- Remove parent portal access for parents of students 18 years of age who have not provided permission for parental access, and remove the student from the *Parent Portal Access Accounts*.

## Run the “Students Approaching and Over 18 Years of Age” – SQL Report

The “Students Approaching and Over 18 Years of Age” sql report returns a listing of all students that are over 18 or will be turning 18 within the next thirty (30) days. This report identifies any students that have turned 18 where parent access to student information has not been granted.

### Access the report:

PowerSchool Start Page > System Reports > sqlReports > Public Portal Reporting > Students Approaching and Over 18 Years of Age

Click “Submit” to run the report.

Run sqlReport	
Label	Value
Name	Students Approaching and Over 18 Years of Age
Description	This report returns a list of students in your school who have either reached 18 years of age or will reach 18 years of age in the next 30 days. It includes a warning for all adult students where OSR and Parent Portal Access needs to be removed.
<input type="button" value="Submit"/>	

**The Report Displays:**

Students Approaching and Over 18

Parameters -

Make Current Selection CSV Tab

Search:

Student Name	Birth Date	Parent Access Enabled	Guardians with Access	Adult Student has given permission	Alert
<a href="#">Ali, Mohammad</a>	1995-04-22	Y	1		Student is over 18 with parents with portal access and has not given permission for parent access.
<a href="#">Austen, Jane</a>	1996-03-11	Y	0		
<a href="#">Barker, Bob</a>	1996-03-09	Y	0		
<a href="#">Child, Julia</a>	1996-03-08	Y	0		
<a href="#">Goodall, Jane</a>	1996-03-01	Y	0		
<a href="#">Lennon, John</a>	1996-02-25	Y	0		
<a href="#">Meir, Golda</a>	1996-02-08	Y	0		
<a href="#">Ono, Yoko</a>	1996-01-31	Y	0		
<a href="#">Potter, Beatrix</a>	1996-01-07	Y	0		
<a href="#">Roosevelt, Eleanor</a>	1996-01-01		0		
<a href="#">Shakespeare, William</a>	1995-12-28		0		
<a href="#">Vader, Darth</a>	1995-12-22		0		
<a href="#">Woolf, Virginia</a>	1995-12-21		0		

**Helpful Hint!** Click on “Make Current Selection” to work with all listed students, then in the *Group Functions* screen, click on the “#” (blue text hyperlink) next to the *Current Student Selection* at the top of the screen. Select the first “Student Name” on the list *Student Selection* screen.

- a) “Student Name” (clicking on the blue text hyperlink will take you into the student information screens).
- b) Student’s “Birth Date” allows staff admin to quickly view students who are approaching and those that are already over 18 years of age.
- c) Student’s “Current Age”.
- d) “Parent Access Enabled”.  
 Y = Parent Portal Access is enabled  
 Blank = Parent Portal Access is disabled
- e) “Guardians with Access” provides a count of total number of guardians set up with access to the student’s information through the Parent Portal.
- e) The “Adult Student has given permission” indicates if there is a check in the *Adult Student (over 18) has given parent permission to the OSR (which also includes Parent Portal Access)* check box, but the Parent Portal Access account is not enabled.  
 Y = Permission is checked  
 Blank = Permission is unchecked
- f) Alerts staff admin “Student is over 18 with parents with portal access and has not given permission for parent access”. The *Parent Portal Access Account* needs to be disabled and the student removed from the parent’s account.



**QUESTIONS:** Please submit an online Helpdesk ticket assigned to *Admissions and Enrolment* and reference “Parent Portal Access Account”.