

Bedford County Public Schools - Parent Users Guide 2011-2012

Parents,

Bedford County Public School is pleased to announce that with the latest version of PowerSchool, parents/guardians are able to access all their children's information through a Parent Portal SINGLE LOGIN. You will also have the ability to create your own User Names and Passwords.

You will need to go to the PowerSchool login page:

<http://powerschool.bedford.k12.va.us/public> or click onto the PowerSchool link on the schools website. You will see the following screen:

Login

User Name
[]

Password
[]

[Having trouble logging in?](#)

Submit

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

Create Account

1. Click the Create Account button

2. The screen below will appear

Create Parent/Guardian Account

First Name: Joshua

Last Name: Toll

Email: jtoll@mail.com

Desired User Name: jtoll

Password: [] Strong

Re-enter Password: []

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1. Alex Toll	2664	Father, natural/adoptive
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

enter

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 Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (No apostrophe's and do not use any email address).
- Password (No apostrophe's and it must be at least six characters)
- Enter the Name of each Student you wish to associate with.
- Enter the Access ID and Access Password for each student.
****Access ID's and Access Passwords have been affixed to the back of this Guide.****

- Select the relationship you are to the student.

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

4. Upon successful entry of information on the previous screen, you will receive this message.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

[Having trouble logging in?](#)

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

Do not set your browser to save passwords to this site. It will cause your password to appear not to work!

Once you have logged 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.

Avery | Emily | **Laura** | Vickie

What if you forget your login information?

On the login page click on "Having Trouble Logging in?"

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.

Login

User Name

Password

[Having trouble logging in?](#)

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.

Recover Account Login Information

To recover your account login information, provide the information below.

User Name

Email Address