

Dodgeland School District

PowerSchool Access, Online Registration, and Fee Payment

All Families Must Set-Up a Single Sign-On Account to use the PowerSchool Parent Portal, use the E-Registrations system, and to Make Online School Fee Payments.

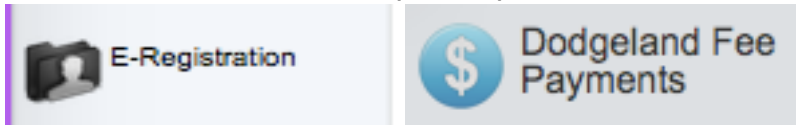
“Pay Online to Avoid Long Lines”

Note: A small service fee will be applied at checkout for all online fee payments. Payments can also be made by check or cash in any of the school offices.

Dear Parents/Guardians:

Please follow the steps below to set up your Parent/Guardian Account that will allow you to view all of your student(s) with one login account. This Parent Account allows families to view information for each of their students. If you have created your Parent Account in the past, Congratulations!

You are now ready to register students online or pay school fees by clicking Dodgeland Fee Payments located in the PowerSchool parent portal. The icons will look like this....



If you need to set up the account, follow the steps listed below.

STEP 1. To create the Parent/Guardian Account (first time) you will need the **Access ID and Password** for each student you want to associate to your new parent account. The ID's & Password for each student is located on his/her PowerSchool Access Letter. Your first step will be to create a new Parent/Guardian single sign-on account with a user-name and password designated by you. You will only need to set up this account one time for your child's duration in our district. If you no longer have that information, please contact your child's school to obtain the ID and password.

To set up a Single Sign-On Account, click on the link for the PowerSchool Web Access under the Parents Tab on the school's website. At the PowerSchool Parent Sign In page, you will see the following screen.

Login

User Name

Password

[Having trouble logging in?](#)

Submit

DO NOT ENTER THE USERNAME AND PASSWORD HERE.



Click the blue “Create Account” button.

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

STEP 2. The screen below will appear.



Create Parent/Guardian Account

First Name	<input type="text" value="Joshua"/>
Last Name	<input type="text" value="Toll"/>
Email	<input type="text" value="jtoll@mail.com"/>
Desired User Name	<input type="text" value="jtoll"/>
Password	<input type="password" value="....."/> Strong
Re-enter Password	<input type="password" value="....."/>

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	Xbr591Q	Father, natural/adoptive
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

This is where you will create your account and set up access to ALL your children.

- Enter your first name.
- Enter your last name.
- Enter your email address – Note: The email address MUST be unique. If individual Parents/Guardians share the same email address, you should only set up one parent access account.
- User Name (No apostrophes and do not use an email address).
- Password (No apostrophes and it must contain at least six characters).
- Enter the name of each child you wish to view.
- Enter the Guardian PS Portal ID and Password for each child (located on each Student Access Letter) NOTE: These are case sensitive.
- Select your relationship to the child.

STEP 3. Click Enter when you have finished entering information for each of your school-age children.

When this process has been successfully completed, you will receive the following 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?](#)

What if you forget your login information?

The screenshot shows the login form with a 'Submit' button and a link for 'Having trouble logging in?'. The form fields are empty.

On the login page, click on “Having trouble logging in?”

If you forgot your Password:

- Fill in your User Name
- Fill in your email Address
- Hit Enter

The system will authenticate your information and send a Security Token to the email address you indicated with instructions on how to reset your Password.

It is important to note that the Security Token is only good for 30 minutes. If a Parent/Guardian fails to reset the Password in that allotted time, he/she will need to repeat the process.

If you forgot your User Name:

- Click on the “Forgot User Name” tab
- Enter your email address
- Click on Enter

The system will authenticate your information and send you an email containing your User Name.