School District of Onalaska

PowerSchool

Bringing real-time information to parents and students

Connecting teachers, parents and students like never before

Whether you want to register online for the new school year, view your student's grades and attendance or simply email a teacher, open your web browser and type:

https://ona.powerschool.com

in your browser's address bar. Be sure to follow the instructions listed below to set up your PowerSchool Parent Portal account.

If you have any questions, please call your child's school. They will be able to generate a new Web ID & Password letter for you and assist you with many of your questions.

PowerSchool mobile apps are also available for download on iTunes and Google Play Store. Use the district code TRJP   when logging in through the mobile app.

PowerSchool Server Address:

https://ona.powerschool.com

My username:

My password:

Creating a Parent Portal Account

Step one: Open an internet browser on your computer and type the following URL into the address bar:

https://ona.powerschool.com

Step two: Click on the **Create Account** tab to create a new account.

Step three: Enter your **first name, last name, email, desired username** and **password.** Re-enter your password.

Note: The username and password you set here are NOT the Confidential Access ID and Access Password provided by the school. Rather, they are the username and password you wish to use for future logins.

Step four: Under **"Link Students to Account"** enter **your child's name, the Confidential Access ID, the Access Password**, (exactly as listed - both are case sensitive) and **your relationship to the student** in order to add him/her to your account.

You will receive a separate Confidential Access ID and Access Password for each child you have in the district. You can add additional students to your account by entering the student-specific Confidential Access ID and Password for any additional students in the designated area for single-sign-on access to all of your students' information.

Step five: Once your account is created, you will log in to the PowerSchool Parent Portal (https://ona.powerschool.com) by entering the username and password you created during the set up process to access your student's information.

Always remember to log off of the PowerSchool Parent Portal when you're finished accessing your student's records
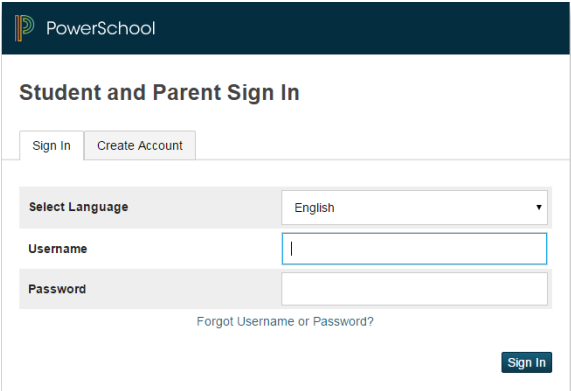
Navigating Parent Portal

Step one: Open your web browser. In the address line of your web browser, type in the URL:

https://ona.powerschool.com

Step two: You will see a screen to input your **Username** and **Password**.

Use the Username and Password you set up when you created your PowerSchool account. If you have forgotten your Username and Password, click on the "Having Trouble logging in?" link for automated assistance. You can also contact the School District of Onalaska's Student Information Systems Specialist at (608) 779-5760 ext. 8714 for assistance.

Click Sign In after entering your Username and Password.

Step Three: You can access several screens of information from this menu bar.

Grades and Attendance: You will arrive at this screen upon logging in. You can access your child's classes, assignments, current grades and current term attendance in this section.

Grades for each class are listed by percentage and letter-grade. Click on the grade your child earned for each class to view upcoming assignments and assignments that contributed to the current grade.

Attendance is listed on the far right- hand side of the screen. Click on the number and you will see the days that your child was marked absent or tardy.

Each teacher name is a link. When clicked on, your default email program will automatically generate a new email addressed to the teacher's email address.

Grades History: This screen allows you to view quarter and/or semester grades for the past school years.

Attendance History: This screen allows you to view if your child was present, absent or tardy on a day-to-day basis. Attendance codes are listed at the bottom of this page.

BrightArrow Messages: To enhance communication between the school and parents, Onalaska School District has instituted a telephone, email and text message system through BrightArrow Technologies. This screen displays BrightArrow options and messages. You can choose the types of messages you want to receive – voice calls and/or text messages, add temporary phone numbers and email addresses and review prior messages sent from your child's school. If you need to make changes to any of the phone numbers or email addresses listed on this screen, please contact your child's school.

Email Notification: This screen allows you to select notifications you would like to receive from PowerSchool.

Email notifications available include current grade/attendance summaries, detailed reports showing assignment scores for each class, and detailed reports of attendance. Balance alerts are not available at this time.

You choose how often you would like to receive email notifications and can add more than one valid email address, if necessary. You can choose to apply your settings to all students associated with your account and can choose to send your selected reports immediately.

Teacher Comments: See comments teachers have added for each class.

Report Cards: View your child's report card electronically (OHS only).

Class Registration: This screen displays a list of your child's current course requests for the school year.

Balance: This screen allows you to view your child's current balance categorized by fee. This page also provides a link to eFunds for Schools, an online payment program.

My Schedule: This screen displays your child's current schedule viewable by week or matrix.

Account Preferences: Manage your account settings – username, password, email address, etc. - and add additional students to your account here.

Student Enrollment: Complete annual back-to-school registration by filling out the forms online. Your information saves to your account and is reviewable each year. When completing forms for multiple students, after the first form is complete, selected family information is "snapped" (or shared), which saves you time.