

For this school year (2017-2018), **Canvas** will be used to communicate with teachers, view assignments and check assignment grades and overall grades on a **daily basis**. **PowerSchool** will be used for class schedules/appointment of a teacher, daily attendance records and historical and **current quarterly report card grades**. Therefore, PARENTS will need access to both portals. Students in grades K-12 will have STUDENT access to both portals as well. Students will create their PowerSchool and Canvas accounts at school. To access **PowerSchool** as a PARENT, you will need to follow the steps listed below:

POWERSCHOOL - PARENT ACCESS:

1. Open the internet browser on your computer.
2. Type www.pinelakeprep.org into the address bar and press enter. Click on Parents Tab. Click on Home Base.
3. To create a parent account, under Parent Sign-In Section, click on create account, then click create account button. Type First Name, Last Name, Email, Desired Username, Desired Password - have to enter Password twice. Please read password requirements. It is advisable that you keep your Username and Password secure and not share it with anyone else. **Please write your Username and Password down so you do not forget it!**
4. You will need to link students to your account. To add your child, you will need your child's Access ID and Access Password, which are listed in the Access Letter you received from Pine Lake. Type Student Name, Access ID, Access Password and your relationship to the student (e.g., Mother, Father, etc.)
5. Repeat step 4 for any additional children you would like to link to your account. Their Access ID and Access Password are listed on the letter for that specific child. If they are not new to Pine Lake this year, you would have received a letter for them last year.
6. Press Enter. Use the Username and Password you just created to sign-in to your Power School account.
7. Remember to log off when you are finished.

For questions regarding PowerSchool, please contact Jamie Connotillo at Registrar@pinelakeprep.org