

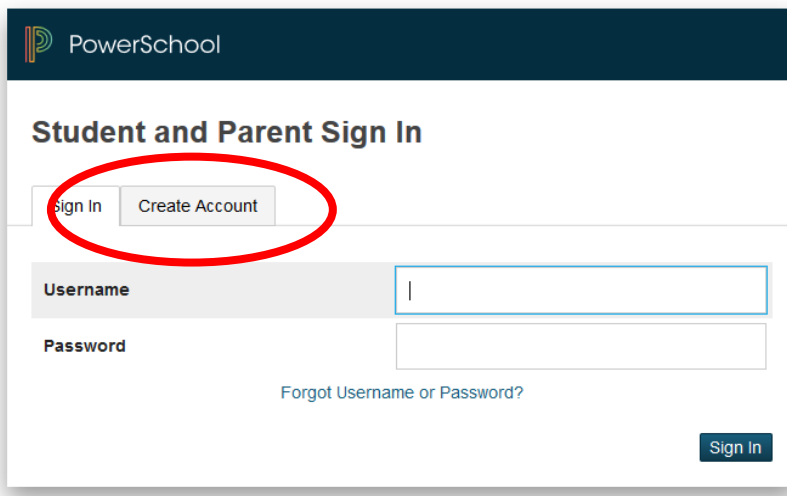
# Quick Start Guide for MCPS Parent Portal

Manassas City Public Schools (MCPS) Parent Portal provides parents/guardians with 24 hour access to their child(ren)'s grades, attendance and demographic information. MCPS also utilizes this portal as a gateway for parents/guardians to annually update their information in its student information system.

To get started you must have your child(ren)'s web ID and password which was mailed home last month. Each child will have a separate web ID and password. If you are not able to locate it, you may contact your child(ren)'s school to have another copy of this letter sent home. Please follow the steps below to establish your account and access to your child(ren)'s information.

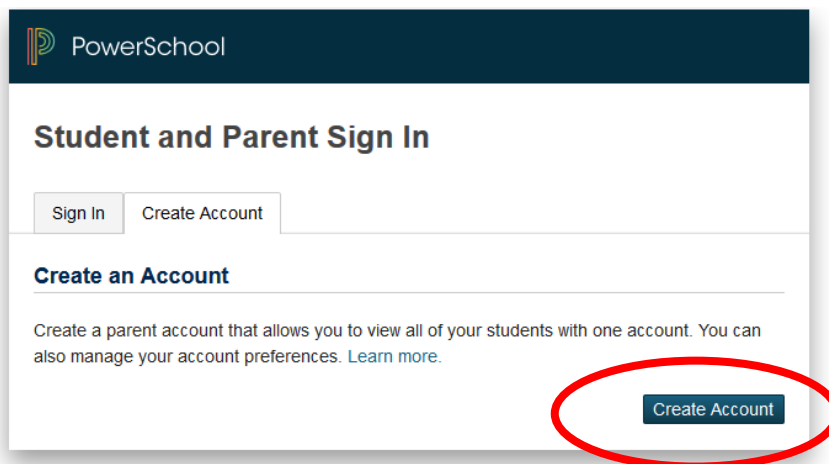
## Section 1: Creating Your Parent Portal Account

1. Go to this URL: <https://ps.mcpsva.org/public/home.html>
2. Click on **Create Account**.



The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is circled in red. Below the buttons are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right is a "Sign In" button.

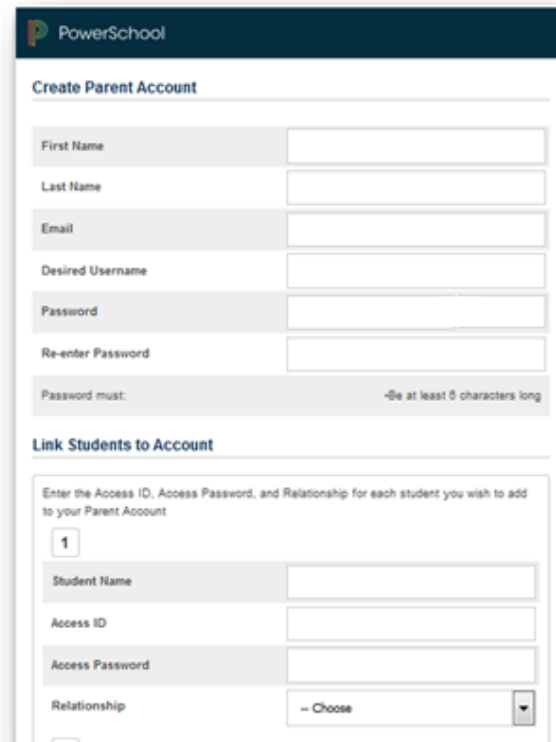
3. Click on **Create Account** again.



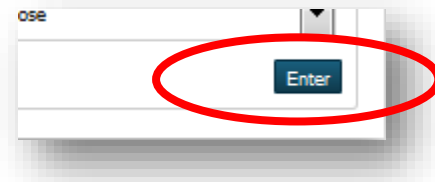
The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below the buttons is a section titled "Create an Account". The text in this section reads: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)". At the bottom right of this section is a "Create Account" button, which is circled in red.

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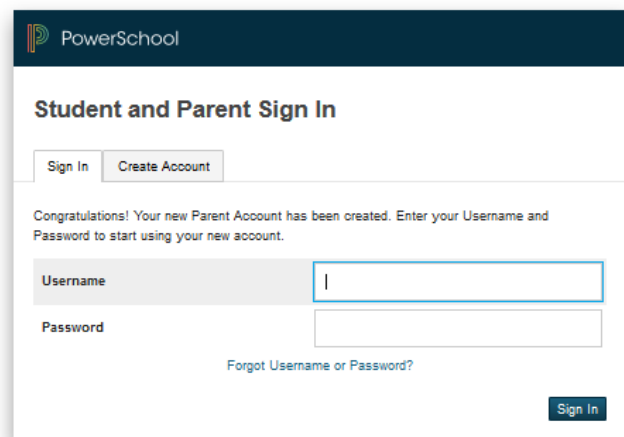
4. Enter your information (First Name, Last Name, Email, Desired Username and Password). Please note the password **must** be at least six (6) characters long.
5. In the **Link Students to Account** section, enter your child's name, Access ID and Access Password (included on the letter mailed home). Identify your relationship to the child. Repeat this step if you have additional children attending MCPS.
6. When you are finished, click **Enter**.



The screenshot shows the 'Create Parent Account' form in the PowerSchool system. It includes fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. A note indicates the password must be at least 6 characters long. Below this is the 'Link Students to Account' section, which prompts the user to enter the Access ID, Access Password, and Relationship for each student. A table with one row is visible, containing fields for Student Name, Access ID, Access Password, and a dropdown menu for Relationship.



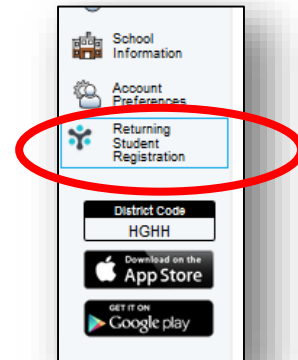
7. After you click **Enter**, you will be brought to the **Student and Parent Sign In** page where you can access your Parent Portal Account.



The screenshot shows the 'Student and Parent Sign In' page. It features a 'Sign In' button and a 'Create Account' button. A message reads: 'Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.' Below this are fields for Username and Password, and a link for 'Forgot Username or Password?'. A 'Sign In' button is located at the bottom right.

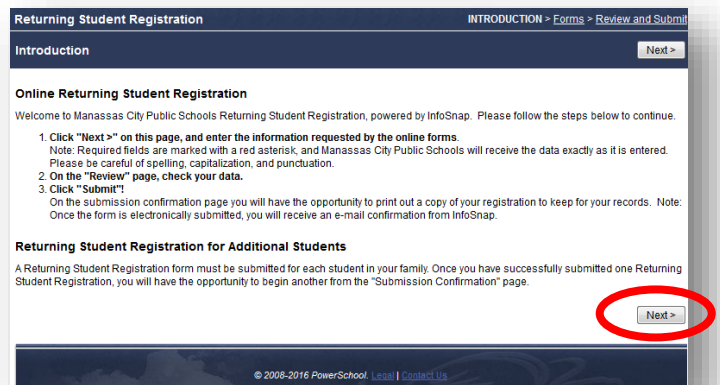
## Section 2: Updating Your Child's Information

8. Once you're logged into your Parent Portal Account, click on the **Returning Student Registration** icon that is listed in the Navigation Menu on the left side of your screen.

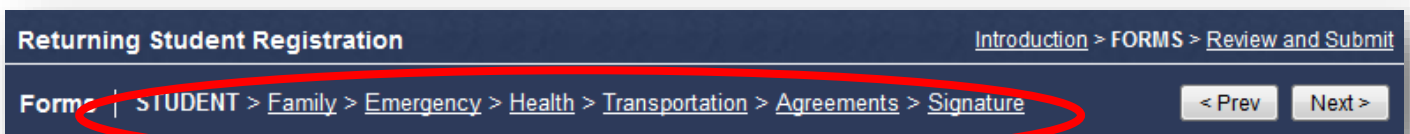


9. Enter your child's **birthdate** (MM/DD/YYYY).

10. You will go to the **Returning Student Registration** screen to update your information. Click **Next** to continue. Please review your information for accuracy and make any corrections/changes, as needed.



11. You will be guided through seven (7) sections to confirm/enter information. Boxes with red asterisks are items that must be completed in order to finish the process. When finished with a section, click **Next**.

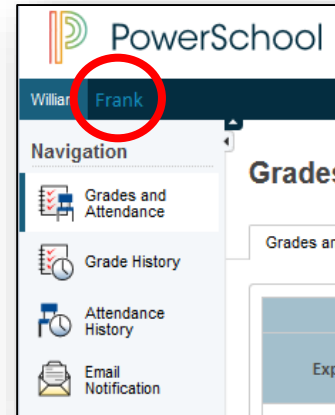


12. After completing all sections, you will be taken to the **Review and Submit** screen. Review all information to ensure it is correct. Items in **red** must be completed to continue. Once all required boxes are completed, click the **Submit** button to send your information to the school.

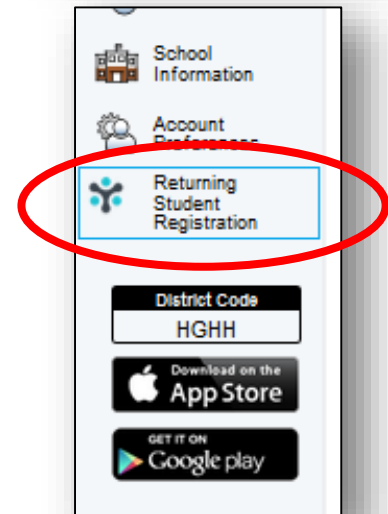


## Section 3: Updating An Additional Child's Information

13. If you have linked multiple children to your Parent Portal account, you will need to update information in other child's profile. Click on your next **child's name** that is located in the upper left-hand corner of the screen.



14. Click on the **Returning Student Registration** icon that is listed in the Navigation Menu on the left side of the Parent Portal screen. To complete, follow steps 11 - 12.



15. Repeat steps 13 and 14 for each addition child.