

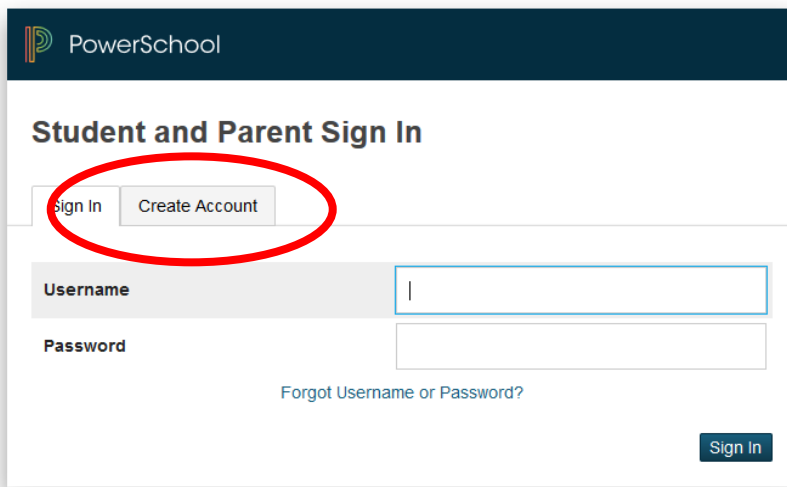
Quick Start Guide for MCPS Parent Portal

Manassas City Public Schools (MCPS) Parent Portal provides parents/guardians with 24-hour access to their child's grades, attendance and demographic information. MCPS also utilizes the parent portal as a gateway for parents/guardians to update their contact and emergency information for the school.

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

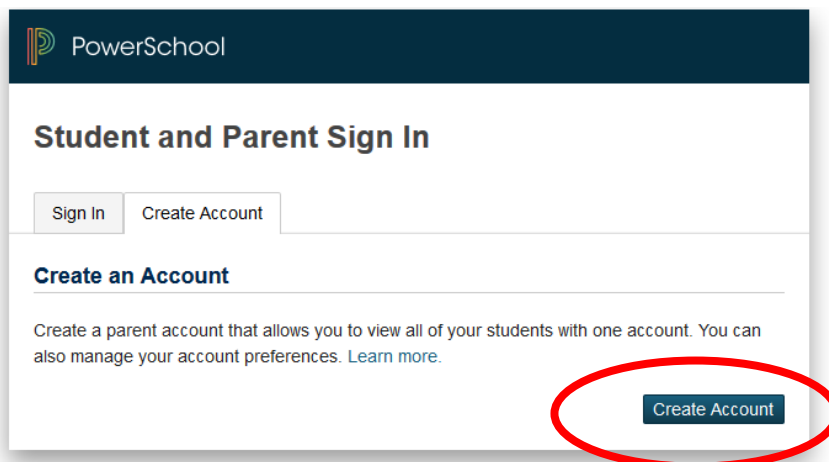
Section 1: Creating Your Parent Portal Account

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". Both buttons are circled in red. Below the buttons are input fields for "Username" and "Password". A "Forgot Username or Password?" link is located below the password field. A "Sign In" button is located at the bottom right of the form.

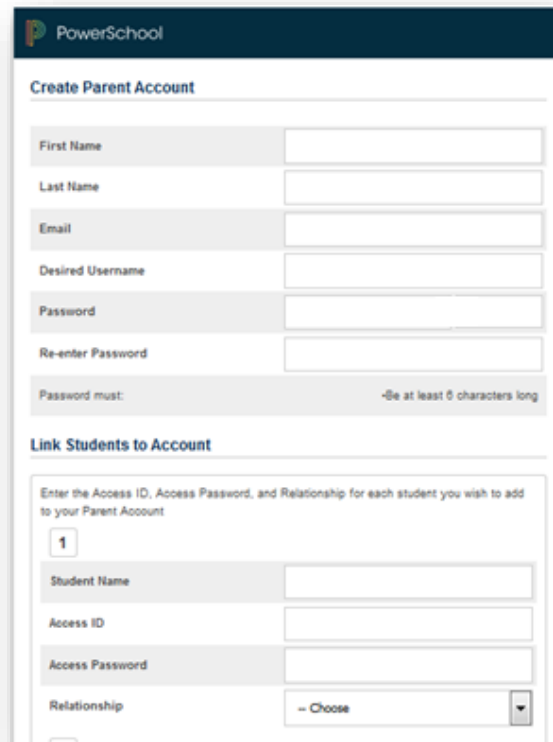
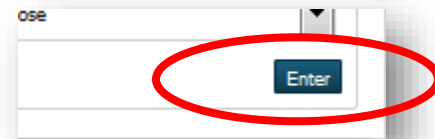
3. Click on **Create Account** again.



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 the heading "Create an Account". Underneath is a paragraph of text: "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 the form, the "Create Account" button is circled in red.

Quick Start Guide for MCPS Parent Portal

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**.

7. After you click **Enter**, you will see the **Student and Parent Sign In** page. Enter your login and password.

