

Cheltenham School District PowerSchool Parent Account Creation

In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. If you do not have this information or have questions, contact your child's school.

Steps to create a Parent Account

1. Open your Web browser to Cheltenham's PowerSchool Student and Parent portal URL: powerschool.cheltenham.org/public The Student and Parent Sign In page appears.
2. Click the Create Account tab. The Create Account page appears. Click Create Account.
3. Creating an account requires 2 steps: creating the actual account and linking student to the account.

Create Account

Enter the following:

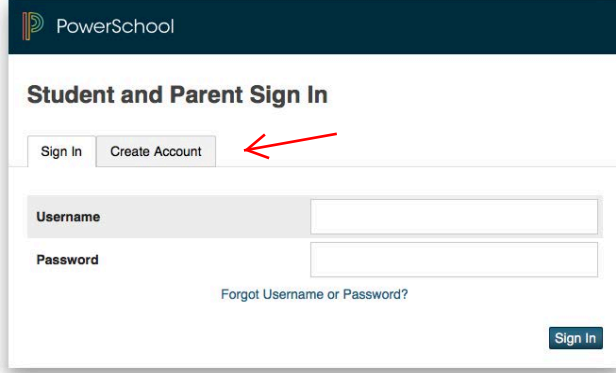
- First Name
- Last Name
- Unique Email account
- Unique login name
- Password

Link Students

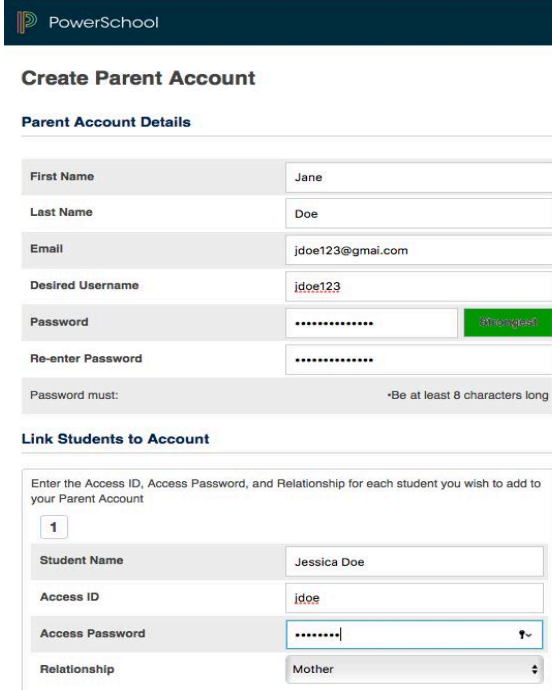
You must know the students access ID and access Password to link them. Enter the following to make the link:

- Students name
- Access ID
- Access Password
- Your relationship

Once all information is entered click on 



The screenshot shows the PowerSchool 'Student and Parent Sign In' page. At the top, there are two tabs: 'Sign In' and 'Create Account'. A red arrow points to the 'Create Account' tab. Below the tabs are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is in the bottom right corner.



The screenshot shows the PowerSchool 'Create Parent Account' page. It is divided into two main sections: 'Parent Account Details' and 'Link Students to Account'.
The 'Parent Account Details' section includes fields for: First Name (Jane), Last Name (Doe), Email (jdoe123@gmail.com), Desired Username (jdoe123), Password (masked with dots), and Re-enter Password (masked with dots). A green 'Done' button is next to the password field. A note below states 'Password must: *Be at least 8 characters long'.
The 'Link Students to Account' section has a heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. It features a table with one row for a student named Jessica Doe. The fields for this student are: Student Name (Jessica Doe), Access ID (jdoe), Access Password (masked with dots), and Relationship (Mother).

4. When your account is successfully created you will be returned to the Student and Parent Sign In page. Enter the user name and password you entered in the previous step to login to the parent portal.