

Greetings Parents:

We welcome you and your student(s) back this 2017-2018 School Year. The following information that has been given to you – are screenshots on some exciting new updates that we had over the summer.

PowerSchool Parent sign on has changed to a Single Sign-on process. Which means less work for you to access your student(s) this School Year.

So let's begin:

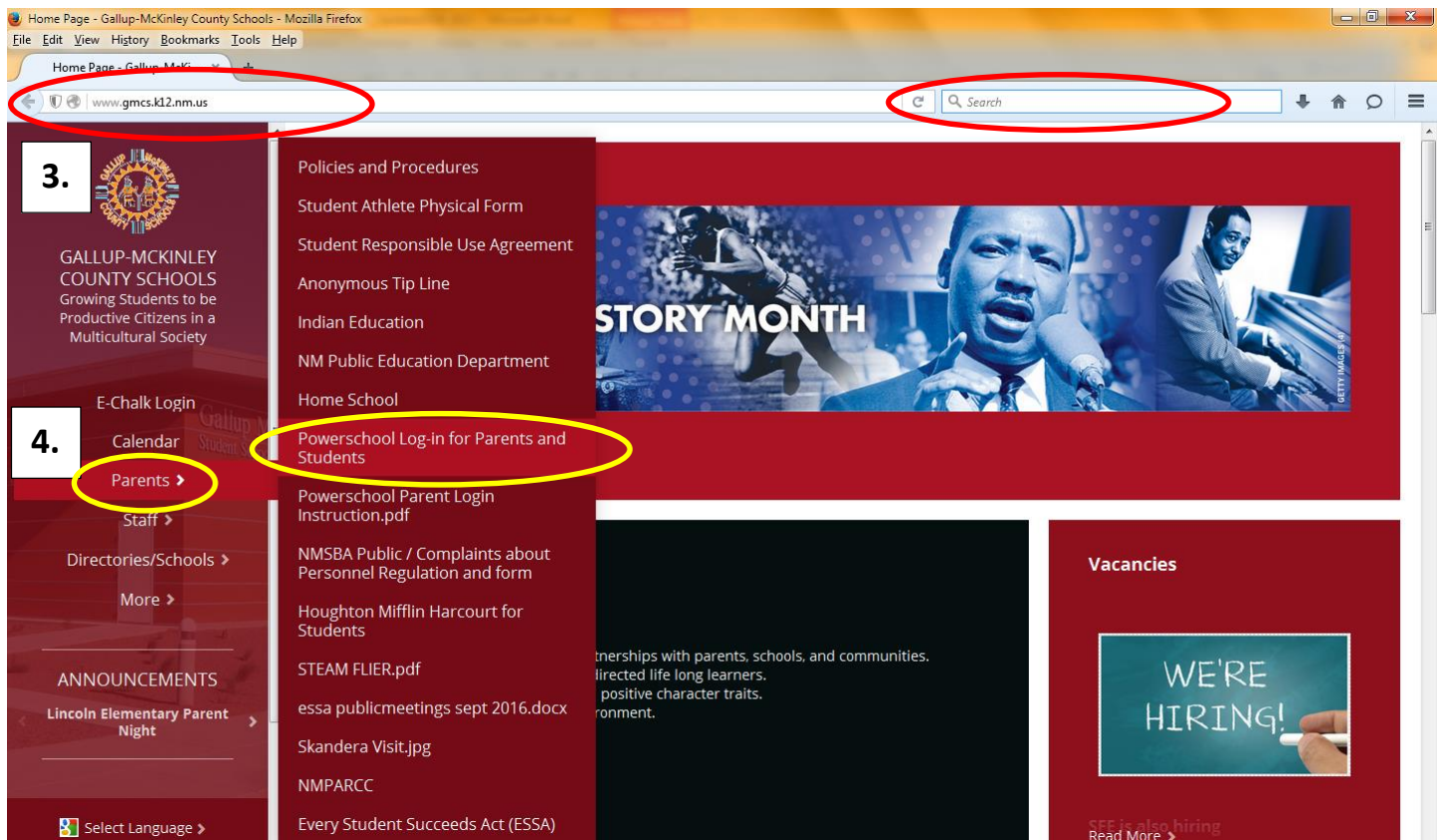
First – Let's make sure that you are using the correct Web Browser for this process.

1. Make sure that you have or can download – Mozilla FireFox.
*(*Which looks like the icon below*)*
2. Open Mozilla FireFox

Con't . . .



Instructions for PowerSchool- PARENT SINGLE SIGN-ON



3. Do a search for “Gallup McKinley County Schools – Homepage”

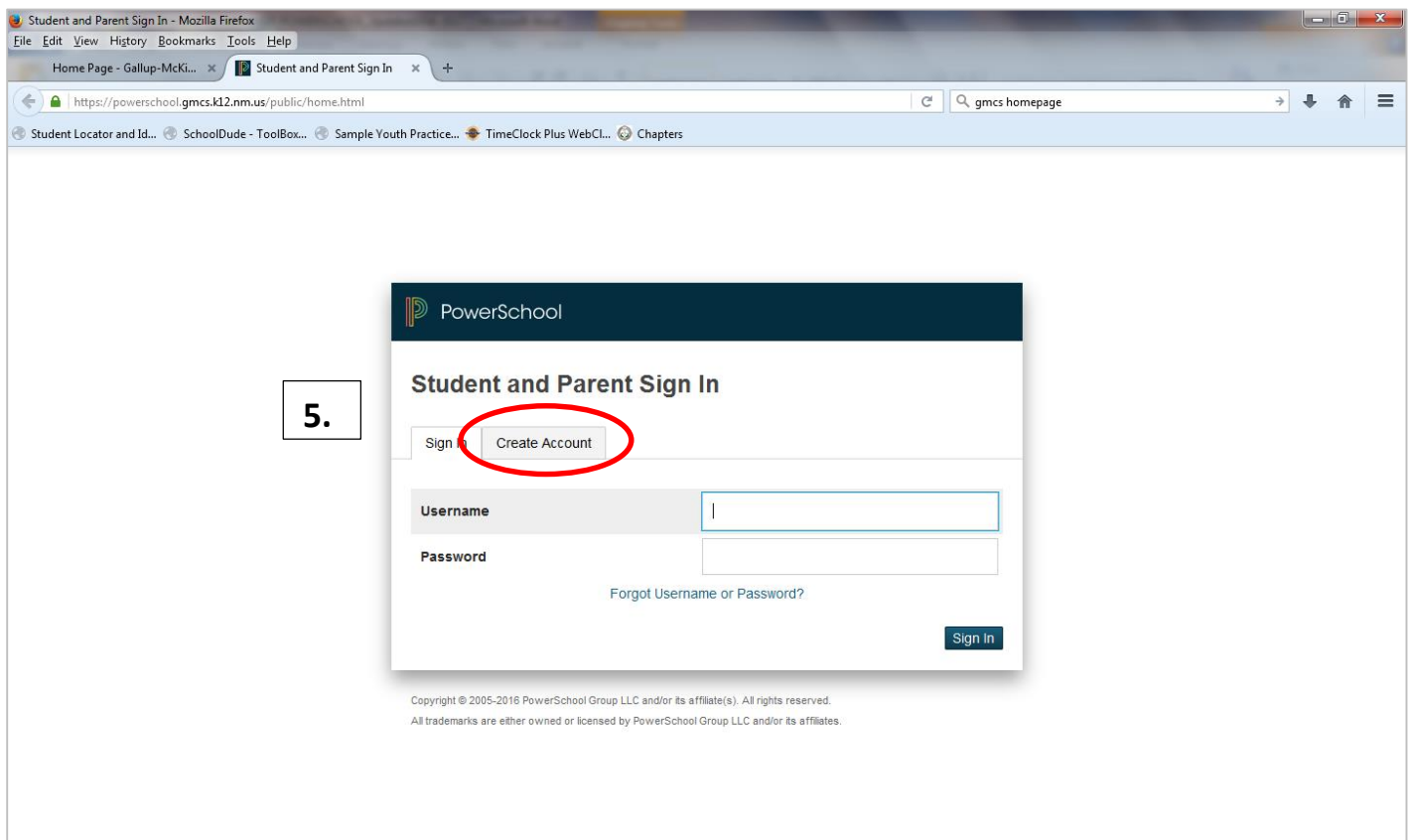
- <http://www.gmcs.k12.nm.us/>

Your computer screen should look as it does above

4. Look for “Parents” Tab > select “PowerSchool Log-in for Parents and Students”.

Once you have made your selection. This will then take you to the login page for Parent Access.

Instructions for PowerSchool- PARENT SINGLE SIGN-ON



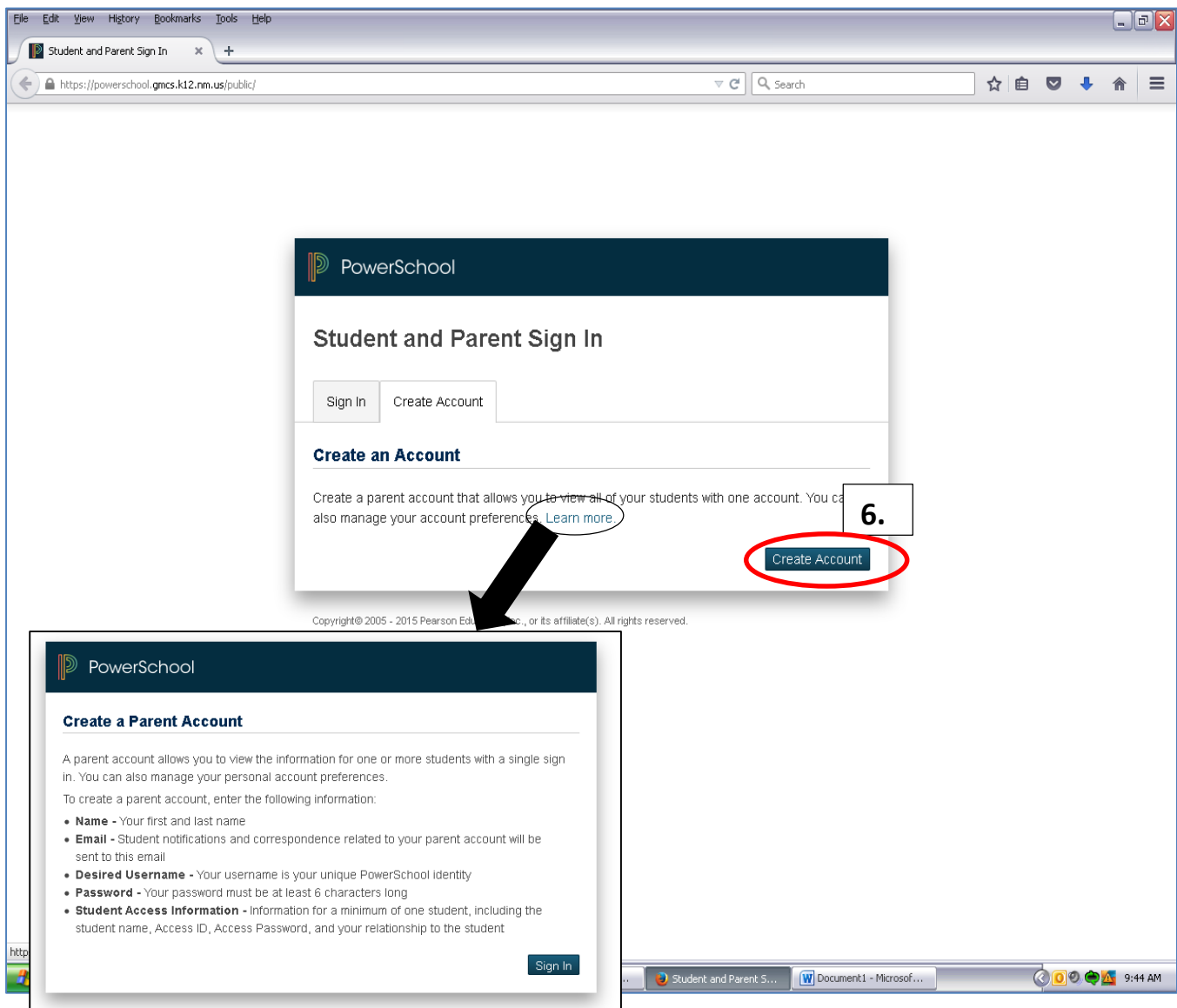
You're doing GREAT!! . . . Keep going . . . 😊

Your screen should look like the above – **if you are having complications - please look at your settings, if it has not opened to a login screen.**

5. Select the tab > Create Account.

- Do not enter any login information as of yet.
- Please have your student(s) State ID number(s) handy.
 - This is a 9-digit number
 - Contact your child's school to retrieve this information; if needed.

Instructions for PowerSchool- PARENT SINGLE SIGN-ON

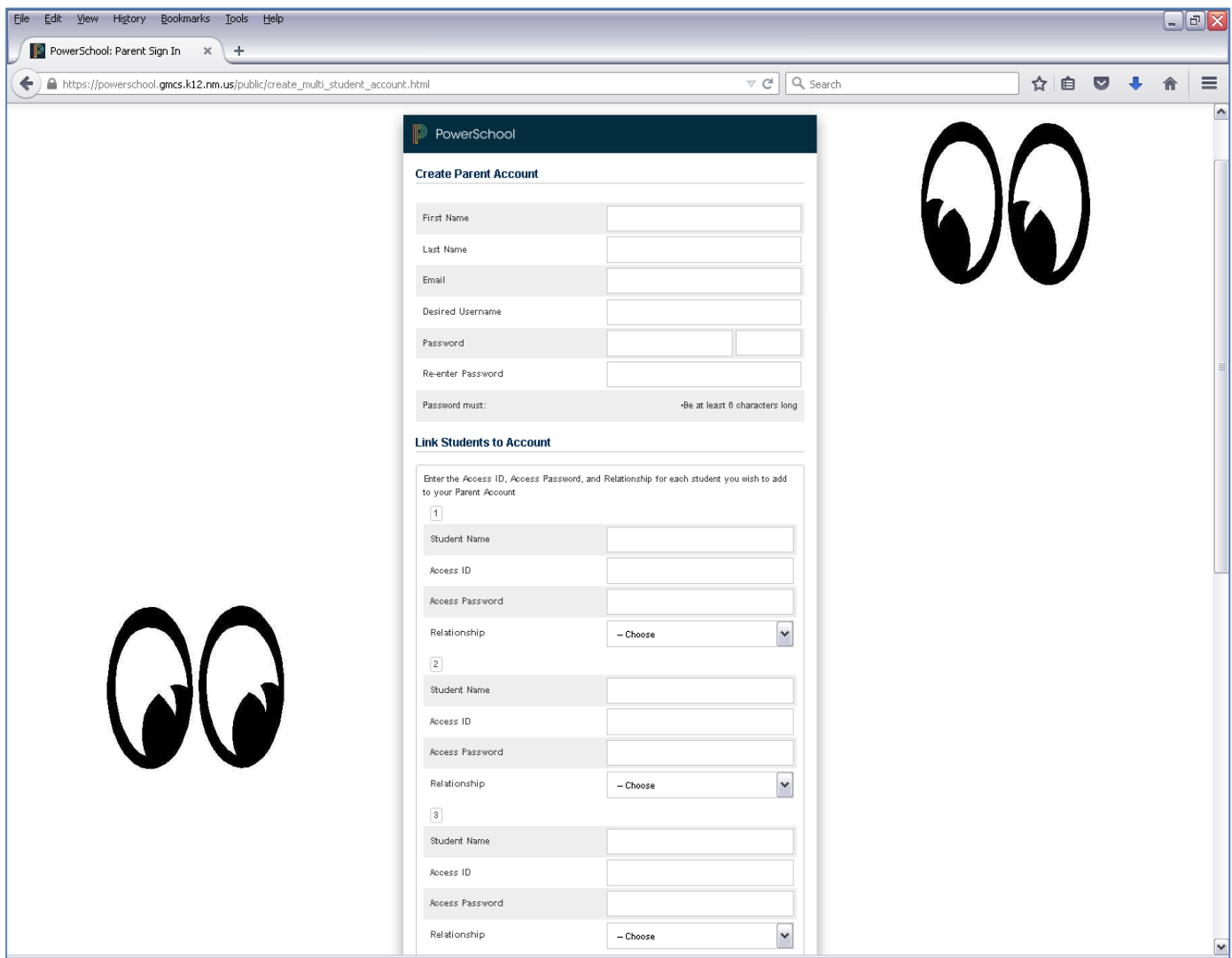


6. Here we will select the > Create Account.

*** FYI: If you would like more detail at what information is needed you can select > Learn More ***

- A break down of field information will come up.

Instructions for PowerSchool- PARENT SINGLE SIGN-ON



PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: *Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account.

1

Student Name

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

3

Student Name

Access ID

Access Password

Relationship

Awesome, you're almost done!

Take a quick glance at the application that now needs to be input by you.

All fields are self-explanatory; a walk through for the > *Link of Students* is on the next page.

Instructions for PowerSchool- PARENT SINGLE SIGN-ON

The screenshot shows a web browser window displaying the PowerSchool 'Create Parent Account' form. The form is divided into two main sections: 'Create Parent Account' and 'Link Students to Account'. The 'Create Parent Account' section includes fields for First Name (Jane), Last Name (Doe), Email (janedone2015@yahoo.com), Desired Username (Jdoe2015), Password (masked with asterisks), and Re-enter Password (masked with asterisks). A 'Strong' indicator is shown next to the password field. A note below the password fields states: 'Password must: -Be at least 6 characters long'. The 'Link Students to Account' section includes a heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account' and three numbered rows for adding students. Each row has fields for Student Name, Access ID, Access Password, and a Relationship dropdown menu. The first row is filled with 'Little Tommy', 'G123456789', and a masked password. The Relationship dropdown for the first row is open, showing a list of options: Father, Mother, Grandfather, Grandmother, Aunt, Uncle, Brother, Sister, Brother, half, Brother, step, Cousin, Daughter, Father, foster, Father, step, Friend, Husband, Mother, foster, and Mother, step. Annotations with brackets on the right side of the form identify the top section as 'Parent Information' and the bottom section as 'Student Information'.

Parent Information

Student Information

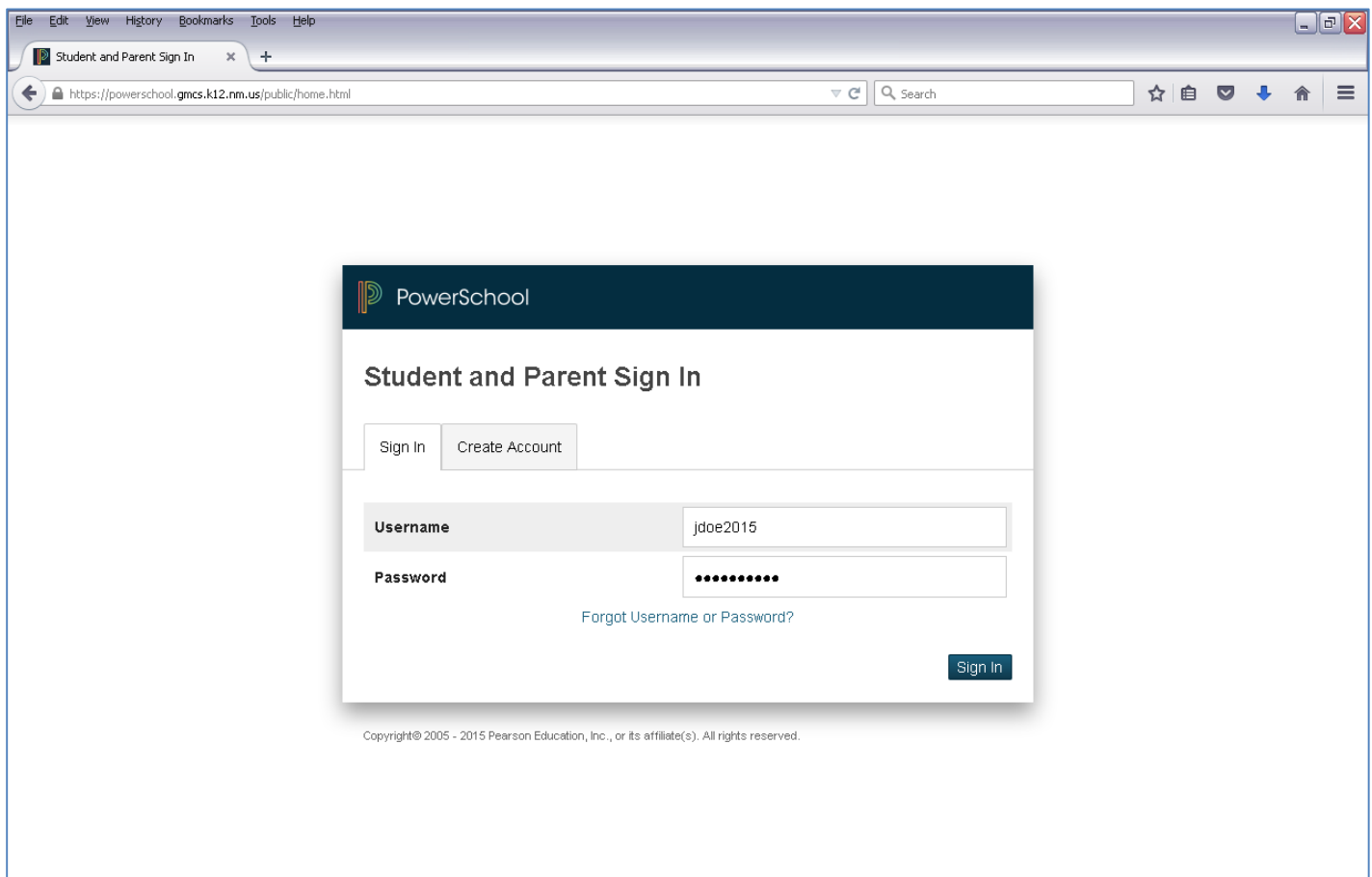
Parent Information:

- **Data Entry is key!** Fill in fields accordingly (First Name, Last Name)
- Please use your current active email address; the email provided is used to recover your Username and/or Password – should it be forgot.
- Information that is input here is **your** Unique Username
- Provide an easy password that **only you** can remember. Keep this information in a safe place.

Student Information:

- Provide your students name
- Access ID you will input your Student State ID adding a “G” to the beginning
○ (ex: **G123456789**)
- Access Password is the student DOB (mmddyyyy)
- Relationship to you parent/guardian

Instructions for PowerSchool- PARENT SINGLE SIGN-ON



The screenshot shows a web browser window with the address bar displaying "https://powerschool.gmcs.k12.nm.us/public/home.html". The browser's title bar says "Student and Parent Sign In". The main content area features the PowerSchool logo at the top, followed by the heading "Student and Parent Sign In". Below this heading are two buttons: "Sign In" and "Create Account". The "Sign In" button is active. Underneath, there are two input fields: "Username" with the text "jdoe2015" and "Password" with masked characters "••••••••". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form. At the very bottom of the page, a small copyright notice reads: "Copyright© 2005 - 2015 Pearson Education, Inc., or its affiliate(s). All rights reserved."

Fabulous!!!

You have created your Parent Powerschool Single Sign on!!

If you are not here, look at the screen and read the red errors and fix them accordingly – make sure that you re-enter the password as they clear each time an error comes up. And SUBMIT again.

If you have no errors – you are able to use your login information you have created. (Parent: Username/Password)

Let the system compile the information given; you will be redirected to Powerschool with Student(s) class schedule.

Take a look on the next page! 😊

Instructions for PowerSchool- PARENT SINGLE SIGN-ON

File Edit View History Bookmarks Tools Help

Grades and Attendance x +

https://powerschool.gmcs.k12.nm.us/guardian/home.html

PowerSchool

Welcome, **Jane Doe** | Help | Sign Out

Tammy **Tommy** **Timmy**

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Power Announcement
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences

Grades and Attendance: **Doe, Tammy**

Grades and Attendance Standards Grades

Attendance By Class

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A-E)											Language Arts 6 Hunt-Dailey, Emily - Rm: 216	--	--	--	--	--	--	0	0
2(A-E)											Math 6 Anderson, Erik - Rm: 223	--	--	--	--	--	--	0	0
3(A-E)											Navajo Language/Culture 6 Henry-Kee, Cecilia - Rm: 130	--	--	--	--	--	--	0	0
4(A-E)											MS-Keyboarding 6 Walker, Taylor - Rm: 110	--	--	--	--	--	--	0	0
5(A-E)											Science 6 Leosala, Melcah - Rm: 218	--	--	--	--	--	--	0	0
6(A-E)											World History 6 Westveer, Katherine - Rm: 221	--	--	--	--	--	--	0	0
Attendance Totals																		0	0

Current Current GPA (S1):
Show dropped classes also

Legend

Attendance Codes: Blank=Present | X=Excused Tardy | T=Unexcused Tardy | A=Activity | E=Excused Absence | H=Homebound/Hospitalized | I=Illness | S=Suspended | O=Office | R=Truant | U=Unexcused Absence | D=Detention | C=Checked Out | V=Verified |

Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

HORRAY!! You did an amazing job - WELL DONE!

Navigate around the page! Take a look around ☺ . .

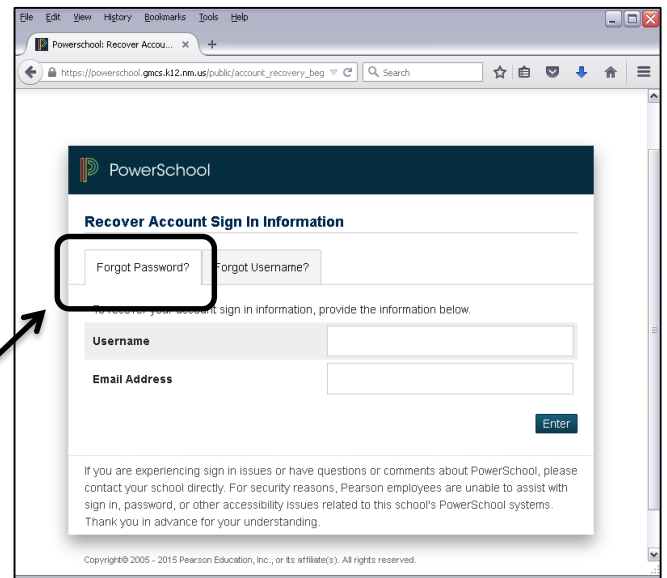
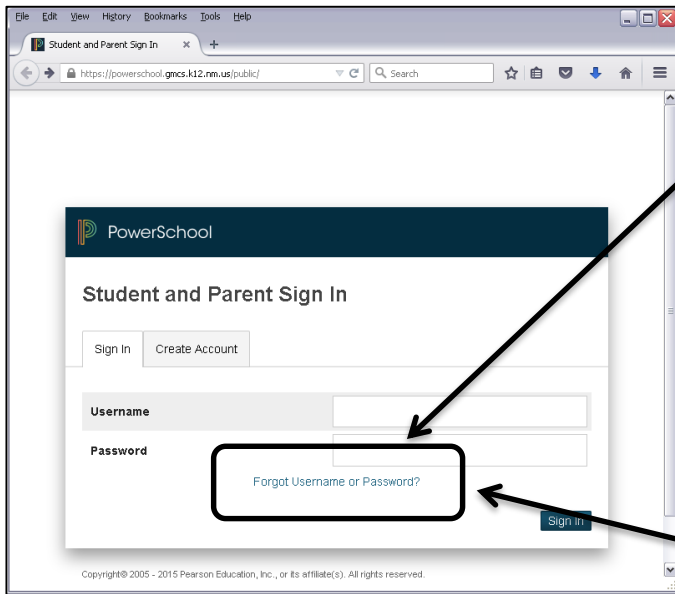
- Select your student(s) name (on the top right corner) you will see their class schedule and grades.
 - Selecting a “Letter grade” will take you to each class and show you what assignments that have been graded and what is pending.
- Select each of the different “Navigation” buttons and you can get
 - Grade and Attendance Alerts
 - Email alerts
 - Power Announcement alerts
 - **IF** your phone information is NOT correct – contact the school to get this updated right

NOTES:

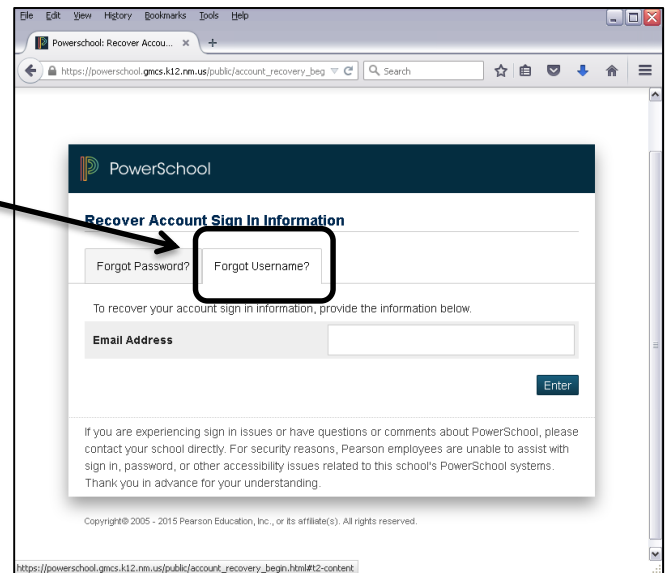
This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

TROUBLESHOOTING:

1. Forgot your Username/Password



Follow all the prompts on screens and you will be emailed your Username/Password. It's very important that you use the email you created with your Parent Powerschool.



2. Cannot login with the student State ID

- Contact your student school and verify Student State ID and DOB
- Make sure that you are adding the "G" to the front of the Student State ID