Greetings Parents:

We welcome you and your student(s) back this 2017-2018 School Year. The following information that has being 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.
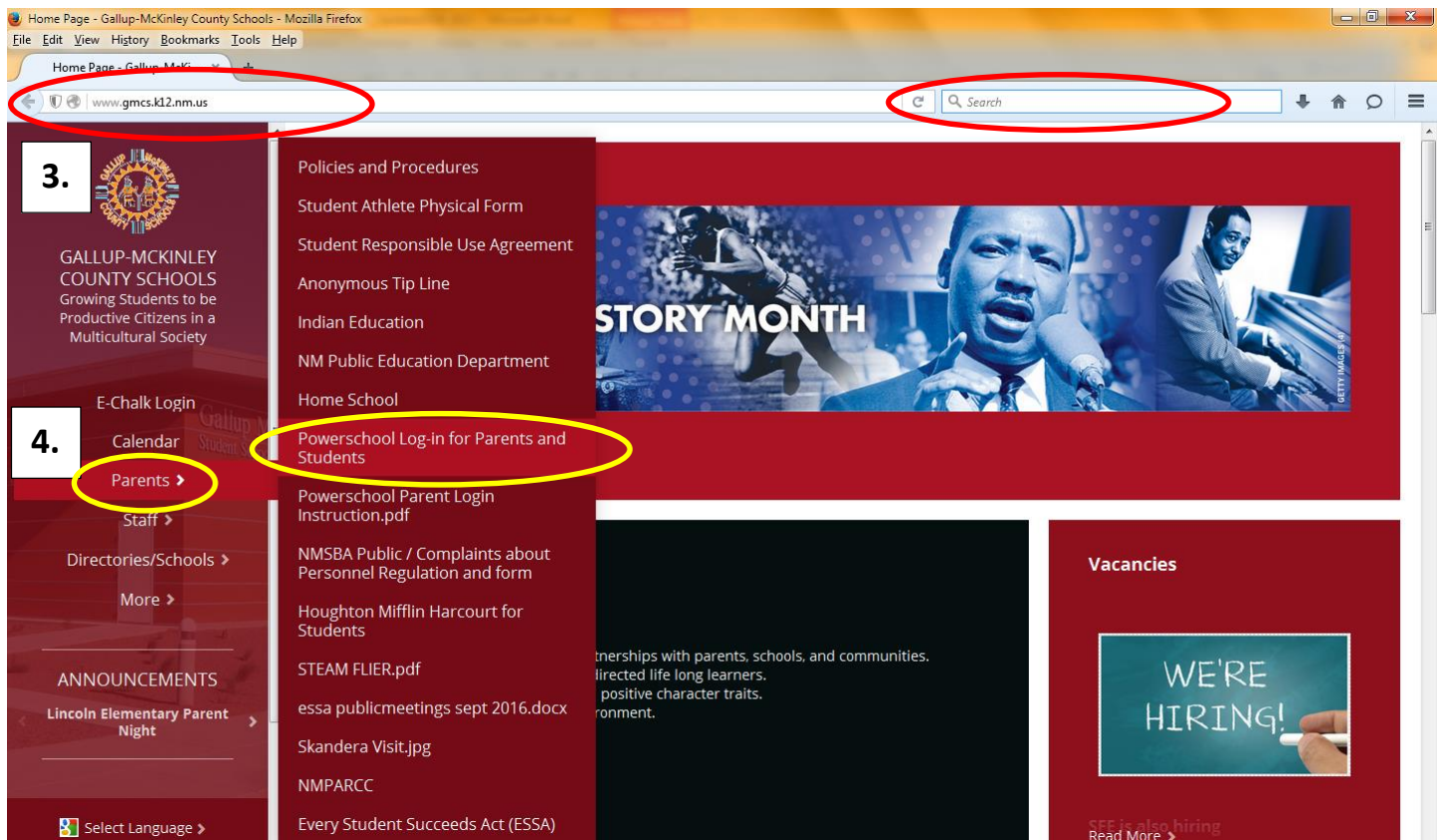
So let's begin:

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 . . .

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3. Do a search for "Gallup McKinley County Schools – Homepage"
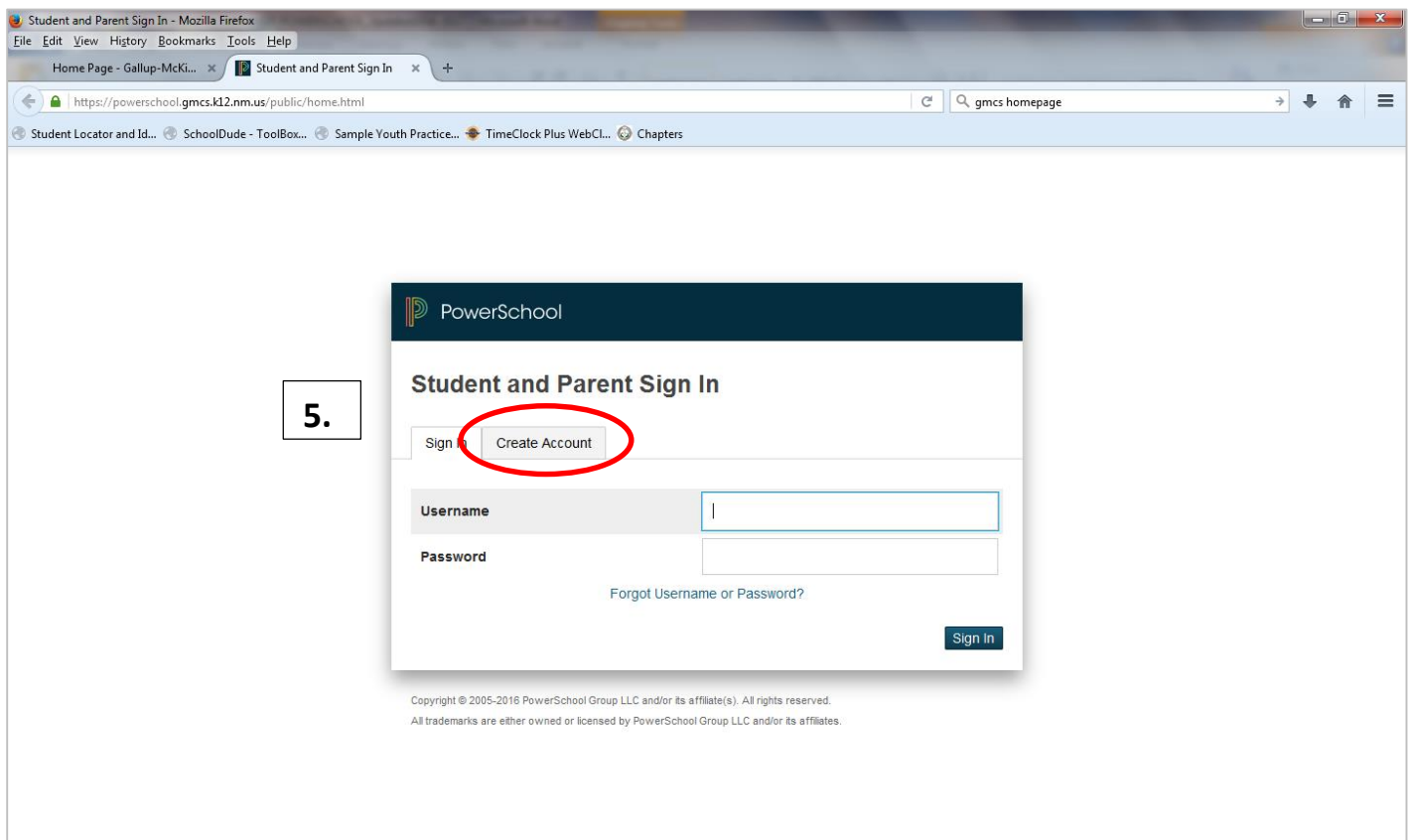
- http://www.gmcs.k12.nm.us/

Your computer screen should look as it does above

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

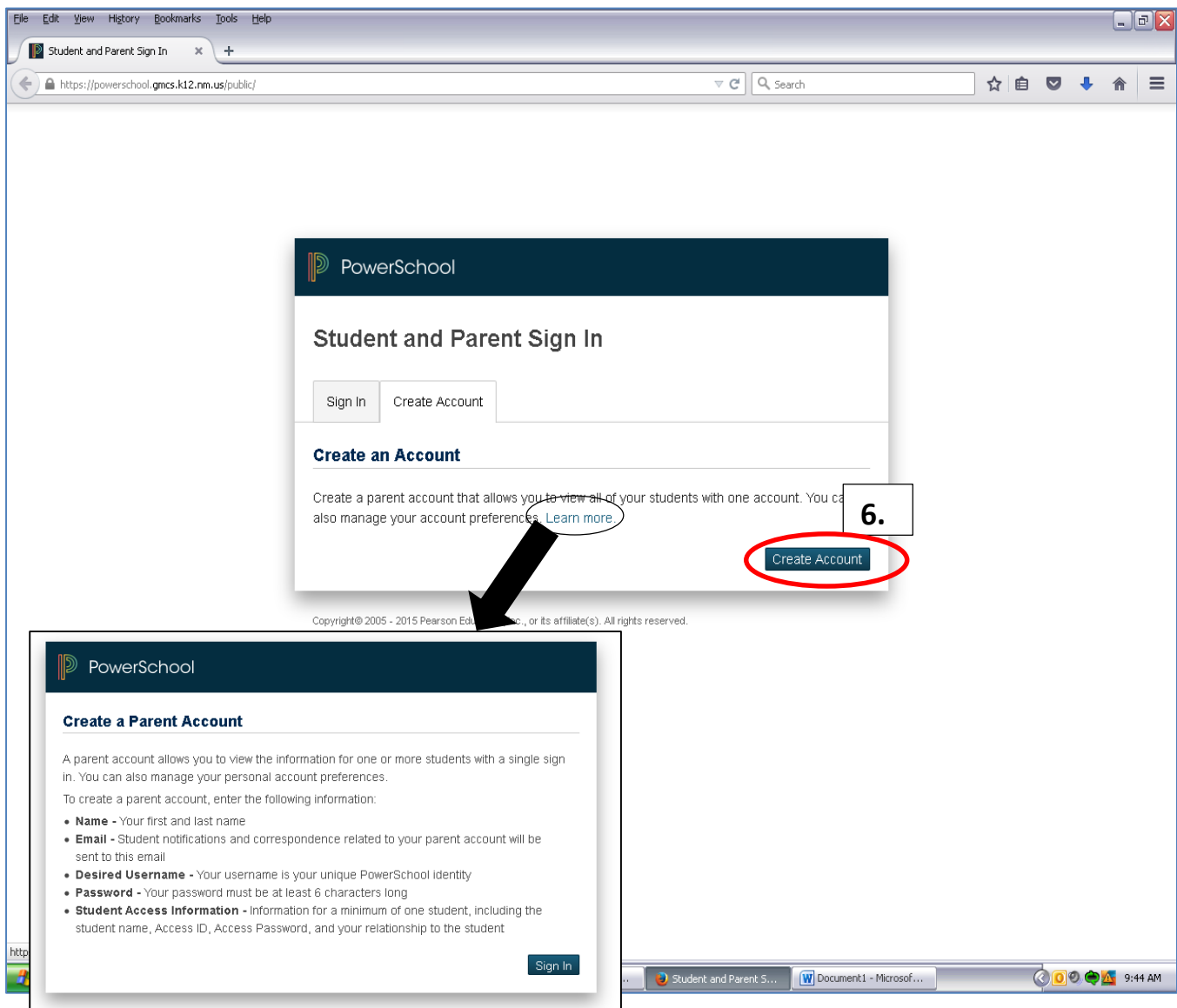Once you have made your selection. This will then take you to the login page for Parent Access.

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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.

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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.

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Awesome, you're almost done!

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

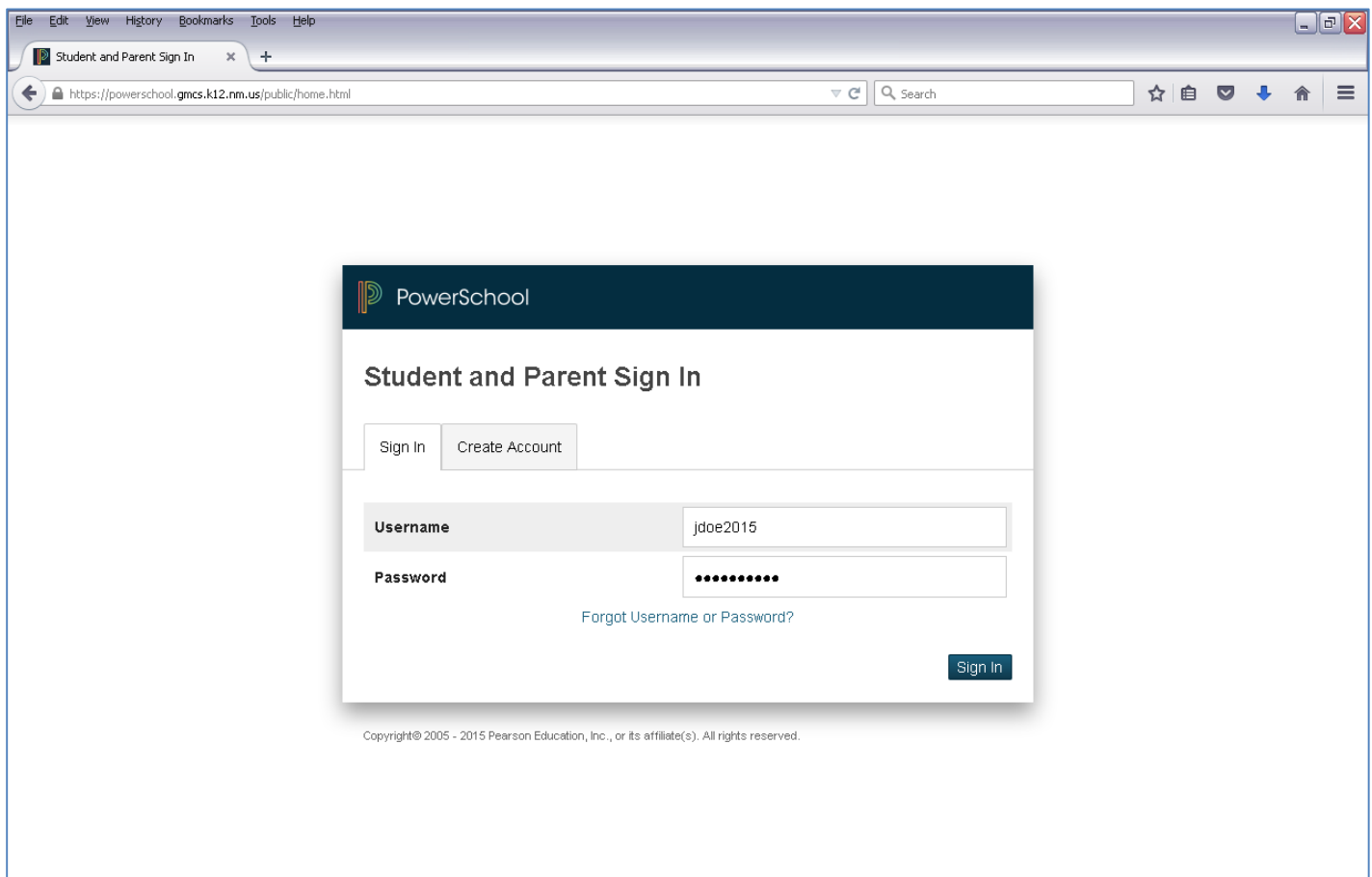All fields are self-explanatory; a walk through for the > *Link of Students* is on the next page.

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: **G**123456789)
- Access Password is the student DOB (mmddyyyy)
- Relationship to you parent/guardian

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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! ☺

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

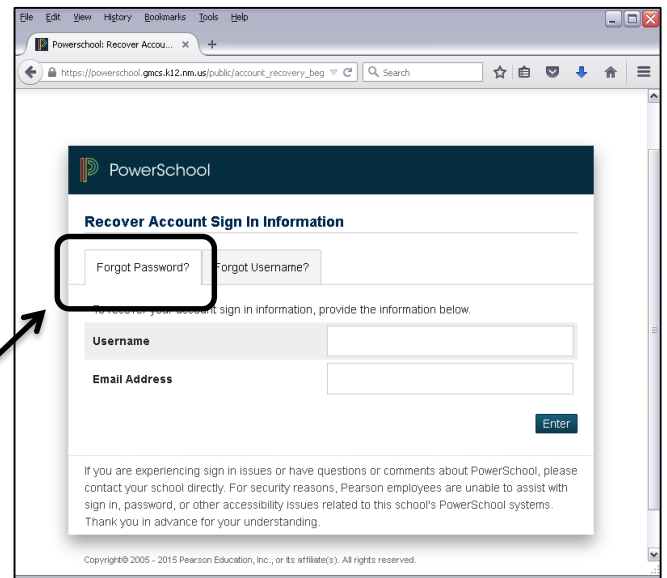Navigate around the page! Take a look around ☺ . .
- Select your student(s) name **(on the top right corner)** you will see their class schedule and grades.
    - Selecting a "Letter grade" will take you to each class and show you what assignments that have been graded and what is pending.
- Select each 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:

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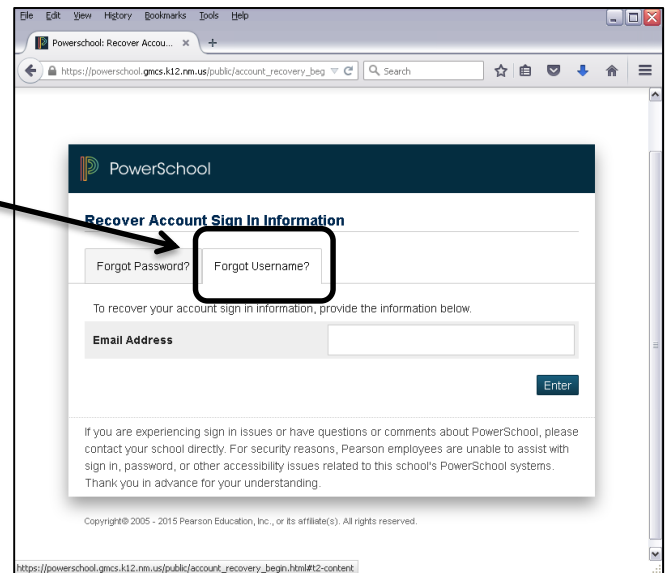
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Instructions for PowerSchool- PARENT SINGLE SIGN-ON

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.

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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

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