

Rocky Hill Public Schools

Accessing PowerSchool for Parents and Guardians

FH

09/19/2024



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Introduction

This document will walk you through the process of:

- **Creating a public portal account**
- **Adding a student to your existing public portal account**
- **Accessing PowerSchool through the mobile app**

This document will also describe what to do if:

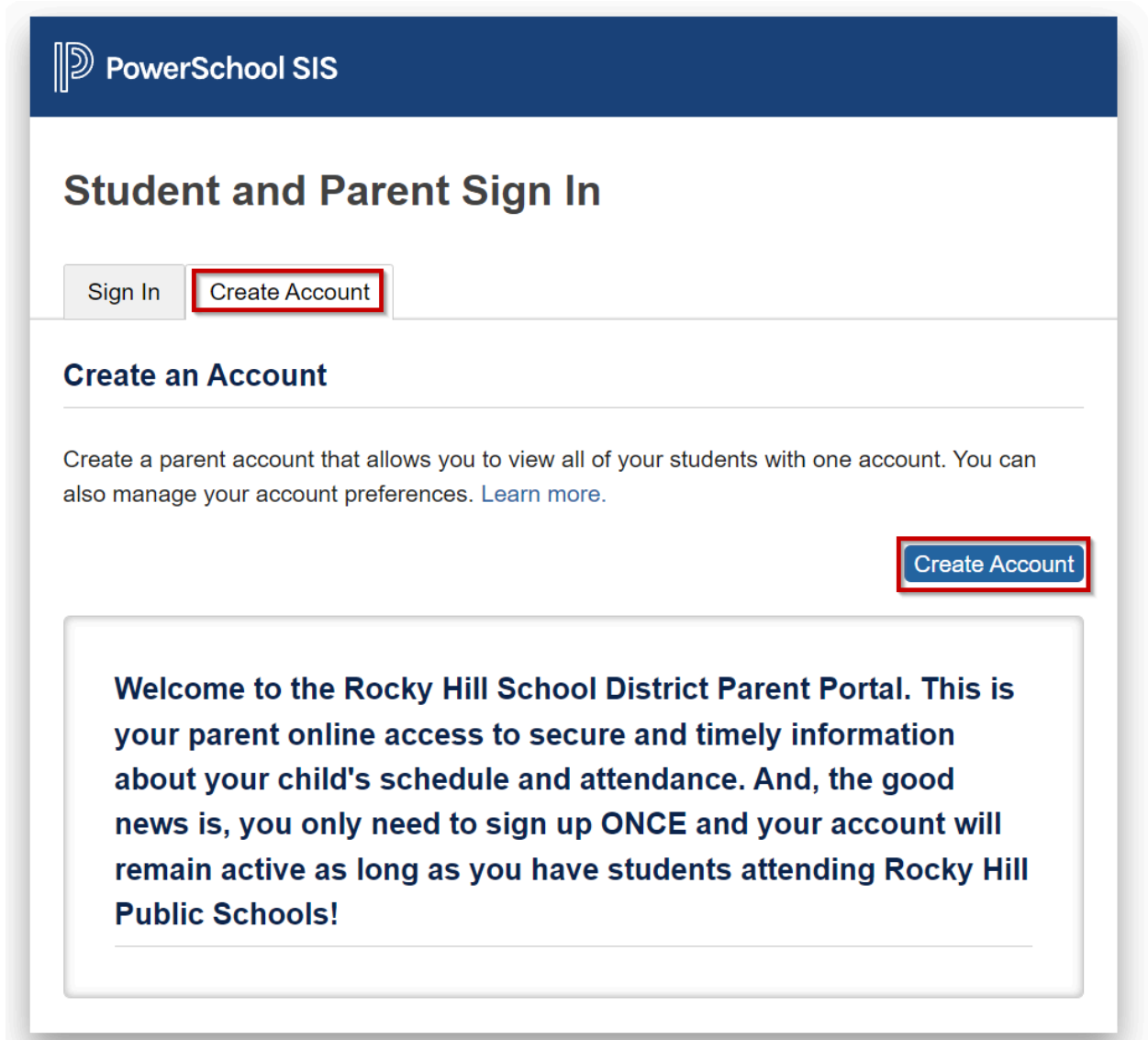
- **You've forgotten your password**

Creating a Public Portal Account

Creating a public portal account is easy and necessary for all new parents or guardians.

Please note that if you have already created an account, you do not have to create a new account. One account can be connected to multiple students. If you do not remember your password, skip to the section of the document titled “Forgotten Passwords”.

- Using a web browser, navigate to <https://rockyhill.powerschool.com/public>
- Click on the tab labeled “Create Account” and then click on the button “Create Account”:



PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account**

Create an Account

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.](#)

Create Account

Welcome to the Rocky Hill School District Parent Portal. This is your parent online access to secure and timely information about your child's schedule and attendance. And, the good news is, you only need to sign up ONCE and your account will remain active as long as you have students attending Rocky Hill Public Schools!

- On the following page, enter the information for your name, email, and desired password. *Please note that if a password is a commonly used password, you will need to pick a different password. The password must also be at least 8 characters long.*



Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Re-enter Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/> <input type="password"/>
Re-enter Password	<input type="password"/>

Password must:

•Be at least 8 characters long

•Not be a well known password

- On the same page, enter the student’s name, access ID, and the access password for each student you wish to add to your account. Each student has their own access ID and access password. *These access IDs and access passwords will be communicated to you by your school’s main office.*

Link Students to Account

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

1

Student Name	Bimmy Test
Access ID	██████
Access Password

2

Student Name	Jimmy Test
Access ID	██████
Access Password

- Once you have entered the student name, access ID and access password, scroll to the bottom of the page and click “enter”.

Access ID	██████
Access Password

Enter

- If all the information you entered is correct, you will be returned to the main login page with a message letting you know that you will be receiving an email in order to verify your account.



Student and Parent Sign In

Sign In

Create Account

✓ Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account.

Username

Password

[Forgot Username or Password?](#)

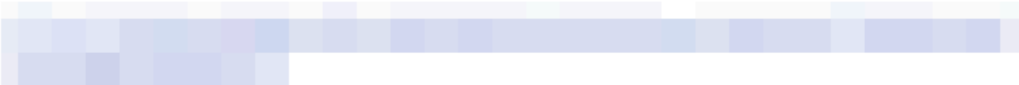
Sign In

- **After logging in to your email account, click on the link in the email you've received from PowerSchool:**

Your PowerSchool account is pending verification.

To verify, click the link to sign in to your PowerSchool account within 24 hours of receiving this message:

<https://rockyhill.powerschool.com/public/home.html?tkn=>



If the link does not work, copy and paste the link into a new browser window.

Note: Replies to this message are not monitored or answered.

Sent on behalf of powerschool@rockyhillps.com

- The link will return you to the public portal with the message that your account has been verified and you can log in. Go ahead and use the username and password that you created to log into the account, then click “sign in”.



Student and Parent Sign In

Sign In

Create Account

✓ Congratulations! Your new PowerSchool account has been verified. Enter your Username and Password to start using your new account.

Username

Password

[Forgot Username or Password?](#)

Sign In

- You are now logged into the portal and will have access to your student’s information.

Adding a student to an existing public portal account

It may be necessary to add a new student to your public portal account. This may occur if a family has a newly enrolled student or you are a new contact for an existing student. *You will need the access ID and access password for the student. This is supplied by the office of your student's school.*

- Navigate to <https://rockyhill.powerschool.com/public>
- Log into your public portal account



Student and Parent Sign In

Sign In

Create Account

Username

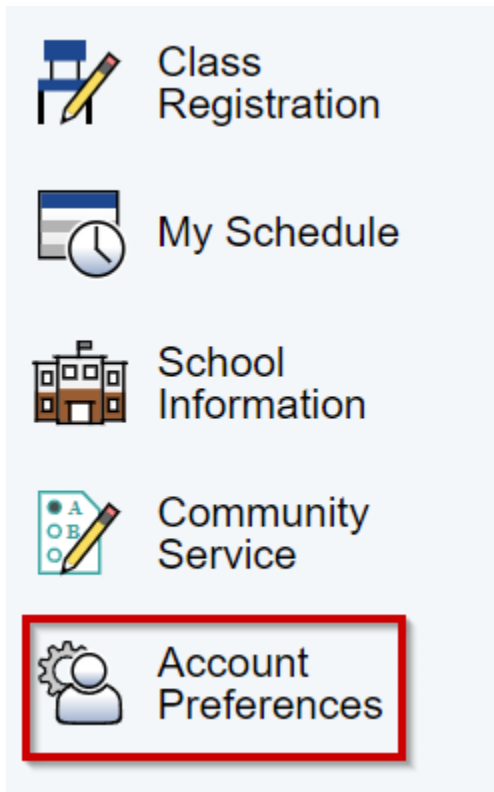
Password

[Forgot Username or Password?](#)

Sign In

Welcome to the Rocky Hill School District Parent Portal. This is your parent online access to secure and timely information about your child's schedule and attendance. And, the good news is, you only need to sign up ONCE and your account will remain active as long as you have students attending Rocky Hill Public Schools!

- Once you have logged into the portal, in the left hand navigation menu, select “account preferences”.





- On the following screen, select the “students” tab.

Account Preferences - Profile


Profile **Students**

If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click name, please contact the school administrator.

First Name:	Generic
Last Name:	Human
Account Email:	<input type="text"/>
Select Language	Select a Language ▾
Username:	<input type="text"/> 
Current Password:	***** 
New password must:	
	<ul style="list-style-type: none">• Be at least 8 characters long• Not be a well known password

- To add a student, click on the “add” button.

Account Preferences - Students

Profile **Students** 

My Students

To add a student to your Parent account, click the ADD button.

1. Bimmy test
2. Jimmy test

- In the following dialog, enter the student name, access ID and the access password. Click OK.

Add Student ✕

Student Access Information

Student Name	<input type="text" value="Jimmy Test"/>
Access ID	<input type="text"/>
Access Password	<input type="password" value="....."/>

Cancel OK

- If the student's name, access ID, and access password are correct, you will receive a confirmation message along with a list of your connected students.

Account Preferences - Students

Profile

Students

My Students

✓ Changes Saved

To add a student to your Parent account, click the ADD button.

1. Bimmy test
2. Jimmy test

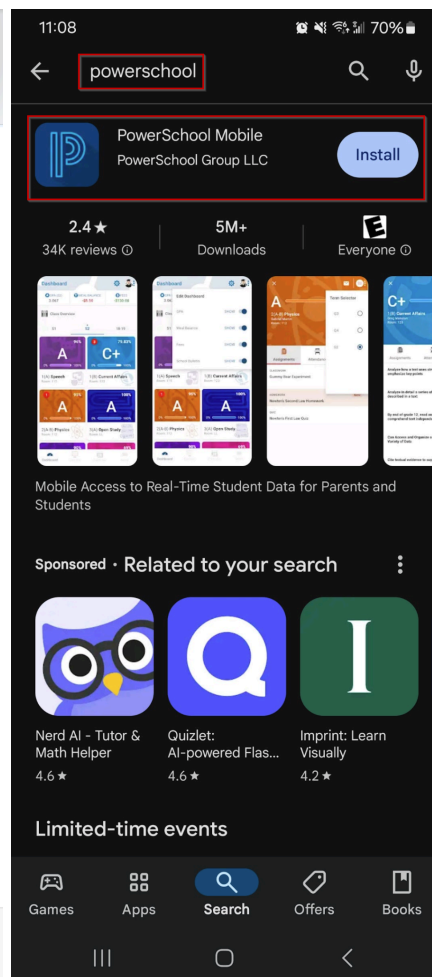
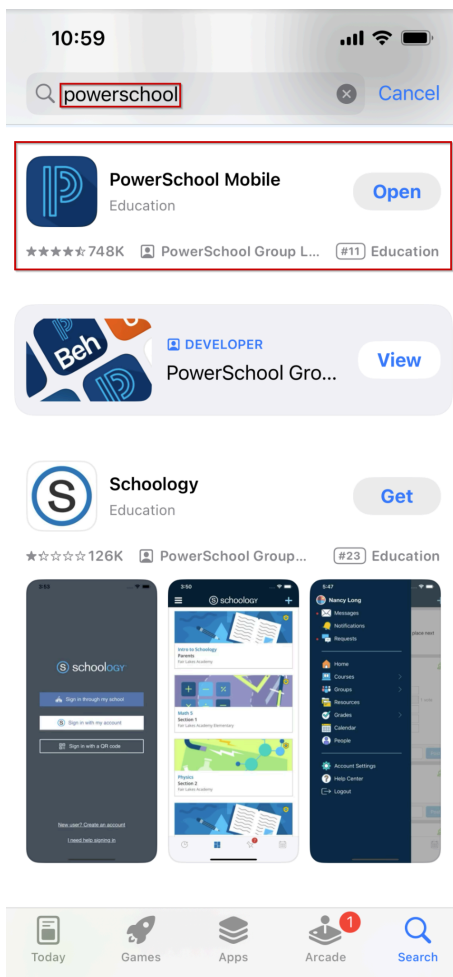
- You will now be able to access your student's information by navigating on the title bar.



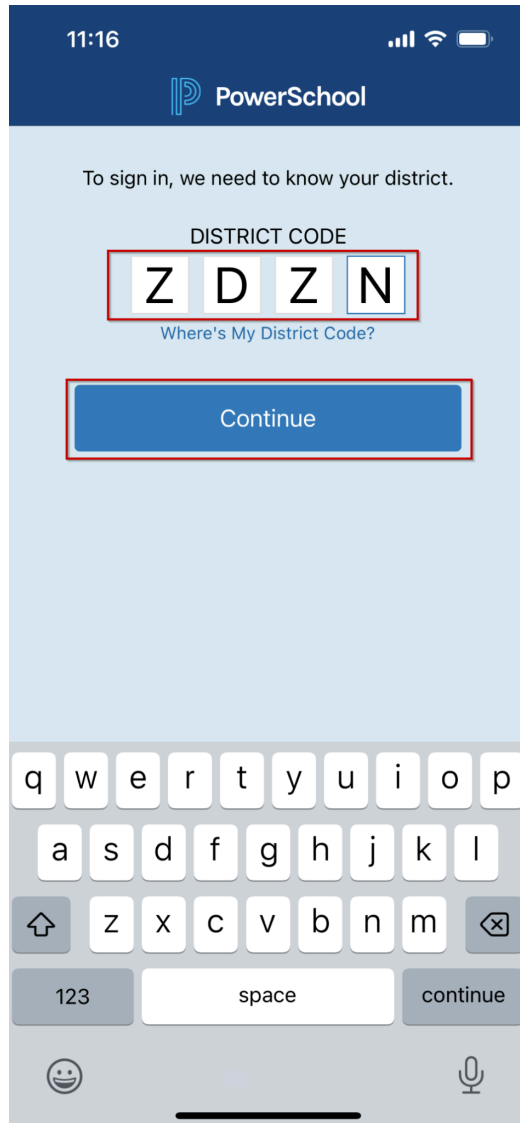
Accessing your student's information through the mobile app

Prior to accessing your account on the mobile app, you must create an account as detailed earlier in this document.

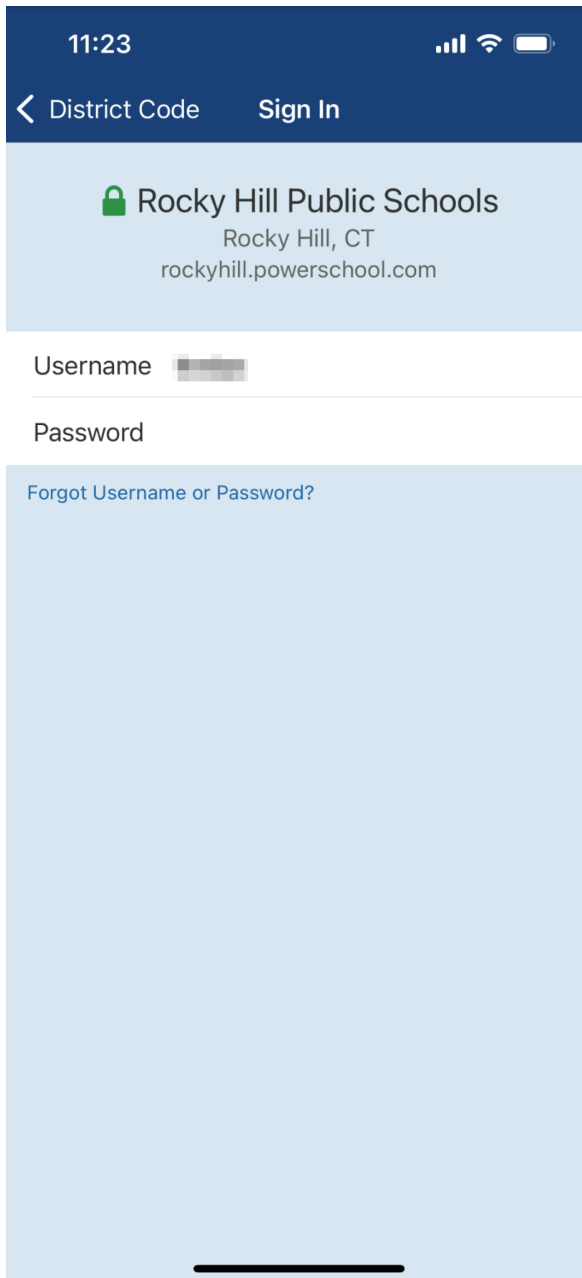
- On iOS (iPhone, iPad), tap on the App Store. On Android, tap on the Google Play Store
- Search for “PowerSchool” and install the PowerSchool Mobile app that is published by “PowerSchool Group LLC”.



- Once the app is installed, open the app.
- The app will then ask for the “district code”.
 - Enter “ZDZN” as the district code and tap “continue”.

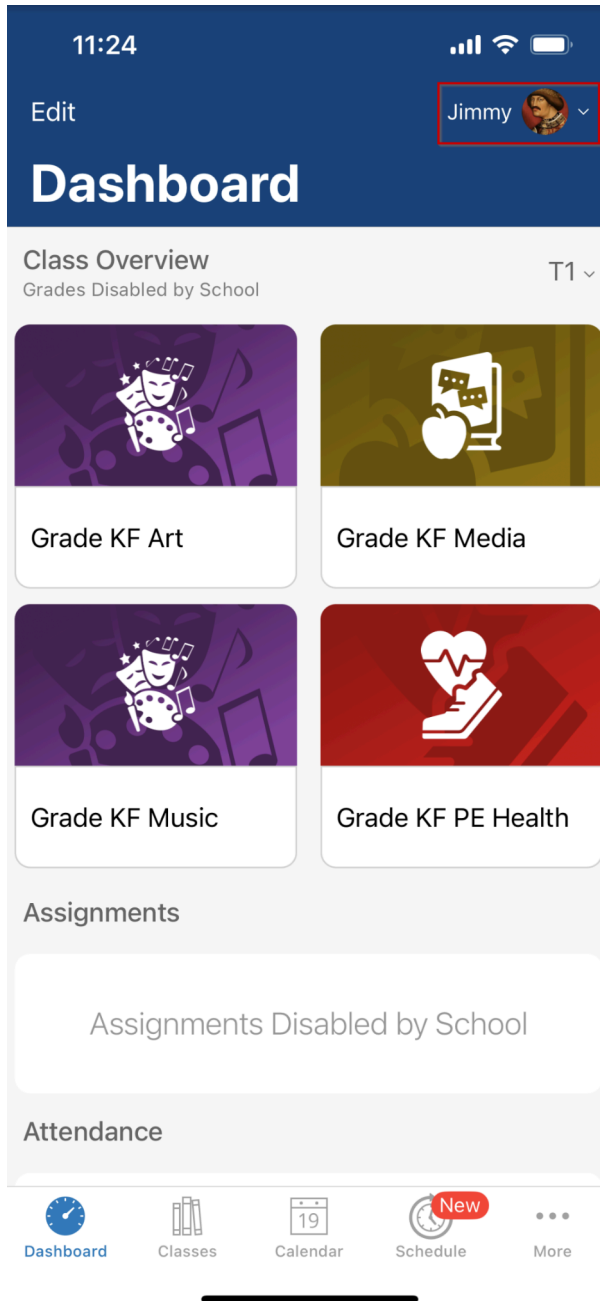


- You will now be brought to a login prompt. Go ahead and log in using your username and password.



The screenshot shows a mobile application interface for logging into Rocky Hill Public Schools. At the top, the status bar displays the time 11:23, signal strength, Wi-Fi, and battery icons. Below this is a dark blue header with a back arrow, the text "District Code", and "Sign In". The main content area has a light blue background and features a green lock icon followed by the text "Rocky Hill Public Schools", "Rocky Hill, CT", and the website "rockyhill.powerschool.com". There are two input fields: "Username" with a blurred placeholder and "Password". A link "Forgot Username or Password?" is located below the password field. A black horizontal bar is visible at the bottom of the screen, likely representing the home indicator on an iPhone.

- You can now select your student in the upper right corner and navigate the student's information.



Did you forget your password?

If you've forgotten your password, there is an easy way of resetting it. *Please do not create a new account. Creating a new account with the same information will disable both accounts.*

- Navigate to <https://rockyhill.powerschool.com/public>
- Click on "Forgot Username or Password?"



Student and Parent Sign In

Sign In

Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

- You will need your username and email address to reset your password. Enter this information and then click “enter”.



Recover Account Sign In Information

Forgot Password?

Forgot Username?

To recover your password or if you have been provided a username and are setting your password for the first time, provide the information below.

Username

Email Address

Enter

If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.

- You will receive a message stating that a password reset email has been sent



Forgot Password Email Sent

If the email address you provide is associated with an account in our records, you will receive an email with instructions for resetting your password. If you don't receive this email, please check your junk mail folder or contact the school.

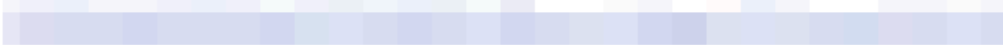
Return to [Sign In](#).

- **You will receive a password reset email. Click on the link provided.**

You recently requested a new password.

To reset your password, visit the link below. This link is valid for only 24 hours.

https://rockyhill.powerschool.com/public/recover_password.html?t=



If clicking the link above does not work, copy and paste the web site address in a new browser window instead.

If you have forgotten your username, click the "Having Trouble Signing In?" link on the sign in page and follow steps for recovering your username.

Note: Replies to this message are not monitored or answered.

Sent on behalf of powerschool@rockyhillps.com

- Enter your username and then your desired password. *Your password must be at least 8 characters and not a previously used password.*



Recover Password

Once your password has been updated you will be signed in. Please remember your new password.

New password must:

- Be at least 8 characters long
- Not be a well known password

Username	<input type="text"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

Enter

- If your password reset was successful, you'll be logged into the public portal.