


GETTING STARTED

RECOMMENDED BROWSERS

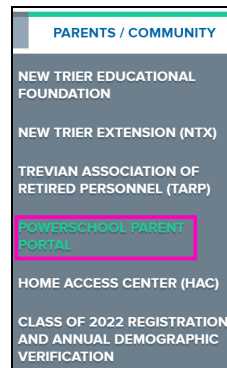
PowerSchool supports all major browsers including Internet Explorer, Firefox, Safari and Chrome. We encourage users to use **Chrome**  to access PowerSchool.

RECOMMENDED DEVICES

You can use a browser on any computer or tablet to access the PowerSchool portal.

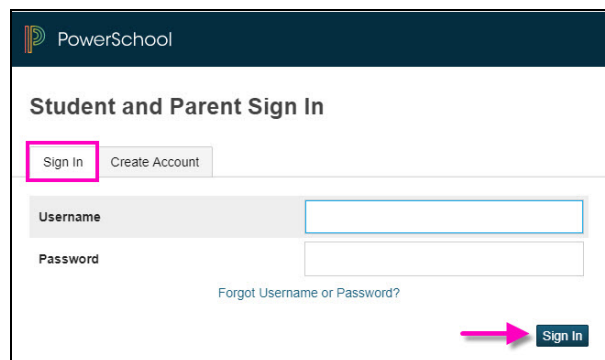
LOGGING INTO POWERSCHOOL

- 1) From the **New Trier website** (<https://newtrier.k12.il.us>), go to the “Parent/Community” page and click “PowerSchool Parent Portal”.



- 2) On the “Sign in” tab, enter your PowerSchool Username and Password, and **Click the “Sign In” button.**

!! IMPORTANT !!: You are required to create your PowerSchool Username and Password the first time you visit the PowerSchool portal. Skip down to the “Creating a PowerSchool Account” section below to learn how.



CREATING A POWERSCHOOL ACCOUNT

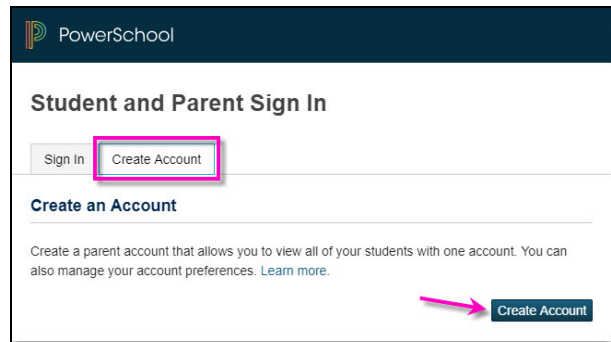
This step is only done once. To complete this step, you will need an **Access ID** and **Access Password**. Parents/Guardians will need this information to create a PowerSchool account for your family.

!! IMPORTANT !! Even if you already have a PowerSchool account from your previous school, you will need to create a new one specific to New Trier.

***KEEP IN MIND:** For the families of Sophomore, Junior, and Senior students, you will receive this information in an email during the last week in January.

- 1) The first time you visit the Parent Portal you will be required to create an account. To begin, **click on the “Create Account” tab.** Then **click the “Create Account” button.**

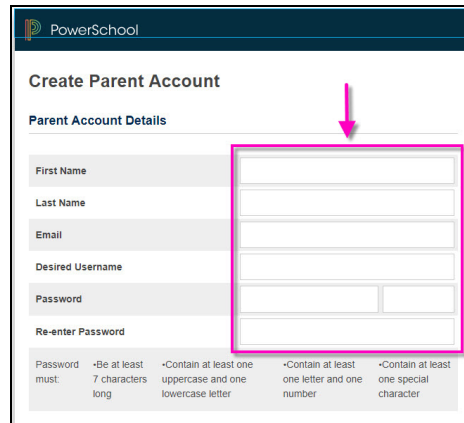
***KEEP IN MIND:** Once you create your PowerSchool account that first time, you will type in the username and password you created, and click **“Sign In”**.



- 2) Please complete all fields under “Parent Account Details”. Be sure to create a secure password.

- 3) **Click the “Enter” button** to submit.

***TIP:** If you do forget your password, you can reset your password using the **“Forgot Username or Password”** link found on the Student and Parent Sign In portal.



- 4) Enter the information for each of your students, if applicable. Please complete all fields.

***NOTE:** New Trier will email your family an **Access ID** and **Access Password**.

- 5) **Click the “Enter” button** to submit your information.

