Parent Portal by PowerSchool
User Guide

To get started, you must create your PowerSchool account and attach students. You should have received a letter with your parent access ID and access password.

These values are needed to attach a student to your account. If you do not have this information or have questions, contact your school's secretary or the guidance office.

Launch a web browser (Google Chrome, Internet Explorer, Safari, or FireFox) and enter the following:

http://sjpowerschool.berrienresa.org

Click on 'Create Account'

Fill in the 'Parent Account Details'

Fill in the 'Link Students to Account' section for each student you would like to have access to. You will need your parent access ID and password.

You should see a message 'Congratulations your new account has been created' and your sign in screen will appear. Log in to your parent account.

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Navigation

- Grades and Attendance
- Test Results
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Report Cards
- School Bulletin
- Class Registration
- My Schedule
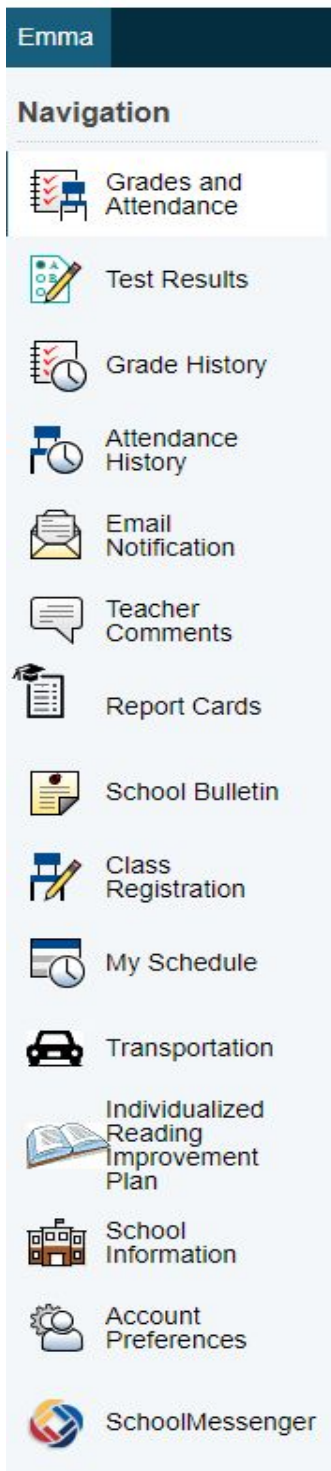- Transportation
- Individualized Reading Improvement Plan
- School Information
- Account Preferences
- SchoolMessenger

Your student information will appear. You will see a tab for each of your students.

Each tab below your student's name contains important information.

Click to view grades, attendance, test scores, class registration, transportation and more.

Through SchoolMessenger you are in control of how SJPS communicates with you regarding all important school information. See below to set up SchoolMessenger preferences.

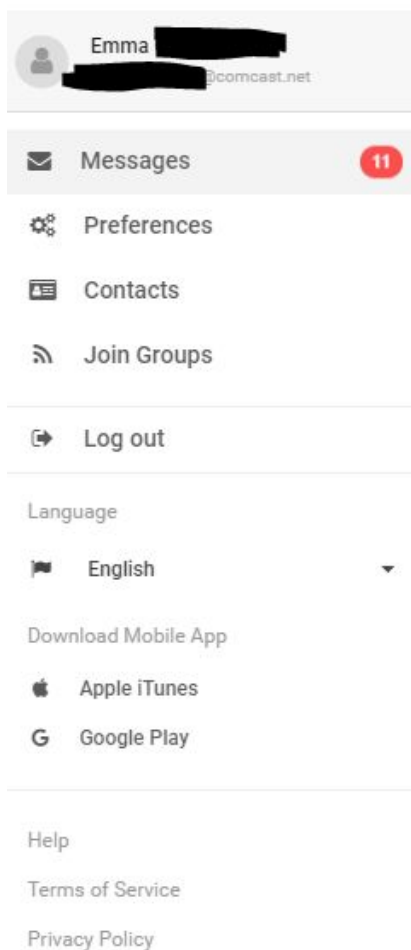**The top left corner of your screen shows current SJPS messages.**

Messages   All ▾

St. Joseph High School News   General
St. Joseph High School - St Joseph Public Schools   3 hours ago

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DUAL CREDIT Accuplacer Testing for 2019-20   General
St. Joseph High School - St Joseph Public Schools   a day ago

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ACT Prep Cram Session by Dr. Carlin   General
St. Joseph High School - St Joseph Public Schools   Apr 26th

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Dual Credit IMPT Info Meeting Apr 24 (Copy 1)   General
St. Joseph High School - St Joseph Public Schools   Apr 24th

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Dual Credit IMPT Info Meeting Apr 24 (Copy)   General
St. Joseph High School - St Joseph Public Schools   Apr 22nd

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The first time you log in to SchoolMessenger a validation email will be sent to the email address associated with your account.

You will only need to verify once. Until the account is verified, you will receive a similar email when you attempt to log in using an expired token.

Click on the icon **.**

Choose Preferences to see your phone numbers and email addresses associated with your account.

Click on each phone number and email to choose which messages you are interested in receiving and how you would like to receive them by checking or unchecking the circles.

By default, all boxes will remain checked unless you uncheck them.

Click 'Save' before leaving the page to save your preferences.

Lastly, please text YES to 67587 to opt in for SchoolMessenger text notifications.

When finished in PowerSchool, it is important to log out of the application. You may log out from any page in the Parent Portal.