

ISB PowerSchool Parent Portal

Account Creation Guide

Introduction:

PowerSchool is the name of the Student Information System (SIS) at ISB. The PowerSchool Parent Portal is where students and parents can log in to view certain information held on file, for example grades and attendance. The information available to parents within each division is as below:

Elementary School Parents can:

- check their student's attendance;
- complete the new school-year Student Registration Process;
- update their family information and identification documents throughout the year.
- Register After School Activity
- Register Parent Teacher Conference
- Complete Re-enrollment process

Middle School Parents can:

- check their student's attendance;
- view current schedule;
- complete the new school-year Student Registration Process;
- update their family information and identification documents during the year.
- Register After School Activity
- Register Parent Teacher Conference
- Complete Re-enrollment process

High School Parents can:

- check their student's grades;
- view attendance;
- view current schedule;
- complete the new school-year Student Registration Process;
- update their family information and identification documents throughout the year.
- Register After School Activity
- Register Parent Teacher Conference

- Complete Re-enrollment process

In order to access the PowerSchool Parent Portal, all parents are required to create an account.

Creating a New PowerSchool Parent Portal Account

Before you can sign in to the PowerSchool Parent Portal, you will need to create your parent account and link your students to the account. You will need to use your student's Access ID and Access password, which were sent to you in an email entitled 'Parent Portal Access Account', in order to link them to your account.

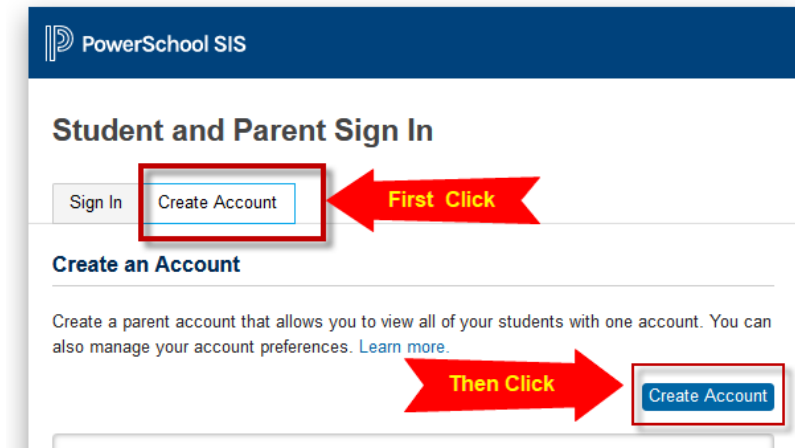
NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

Instructions

1. Launch a web browser (Internet Explorer, Firefox, Safari, or Chrome) on a computer with an Internet connection.
2. Go to the ISB PowerSchool Parent Portal login page by clicking [here](https://sis.isb.cn/public/home.html). You can also type the address into the browser:
<https://sis.isb.cn/public/home.html>



3. Click the "Create Account" tab, and then the blue "Create Account" button. The "Create Parent Account" page will appear.



4. Setting up the account involves 2 simple steps:

Step 1 - Create Account. Enter the following Parent Information:

- First Name
- Last Name
- Email address (Please input a valid email, you will need to login this email to verify your account)
- Re-enter Email
- Desired Username (if your chosen username has already been used, you will be prompted for a different username. This can not be the same as your student's username. You can use your Dragons' Gate login if you wish).
- Password (entered twice, minimum of 8 characters. You can use your Dragons' Gate login if you wish).

Do not press Enter yet!

Parent Account Details

First Name	<input type="text" value="Lisa"/>	
Last Name	<input type="text" value="Zhou"/>	
Email	<input type="text" value="Kwvy@yahoo.com"/>	
Re-enter Email	<input type="text" value="Kwvy@yahoo.com"/>	
Desired Username	<input type="text" value="lisa.zhou"/>	
Password	<input type="password" value="••••••••"/>	<div>Better</div>
Re-enter Password	<input type="password" value="••••••••"/>	

Password must:

•Be at least 8 characters long

Step 2 - Link Students. You must use your student's Access ID and Access Password to link them. You will be asked for the following information:

- Student's name (First and Last)
- Access ID
- Access Password
- Your relationship to the student (select from the drop down list).

Repeat **Step 2** for each of your students. (You will have received an email for each of your students, containing the Access ID and Password).

5. Once all information is entered and correct, click Enter.

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	<input type="text"/>	
	Access ID	<input type="text" value="50008888"/>	Access ID & Password from the letter
	Access Password	<input type="password" value="....."/>	
	Relationship	<input type="text" value="Mother"/>	
2	← Second Child		
	Student Name	<input type="text"/>	
	Access ID	<input type="text"/>	
	Access Password	<input type="password"/>	
	Relationship	<input type="text" value="-- Choose"/>	
3	← Third Child		
	Student Name	<input type="text"/>	
	Access ID	<input type="text"/>	
	Access Password	<input type="password"/>	
	Relationship	<input type="text" value="-- Choose"/>	

6. After click Enter you will see the sign-in page with this message:

Student and Parent Sign In

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

←

Username

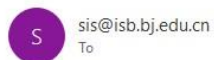
Password

[Forgot Username or Password?](#)

You will need to login your email (The one you typed twice in account create page) to verify your account.

Login your email you leaved previously, you will find a message like below. Please click the link inside the email to verity your account. (If you did not receive this email please check your junk mail)

PowerSchool Account Email Verification



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://sis-dev.isb.bj.edu.cn:443/public/home.html?tkn=NV84UG1XJCdIJnNqMUioPmN2ZzlkcmZ...pFITFsemhvdTAxQGzYi5iai5IZHUuY24=>

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.



The link will bring you to below login page, please use the username and password you created in 4.Step 1 to login

PowerSchool SIS

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?](#)

7. The Access ID and Password can be discarded once the student has been linked to the parent account.