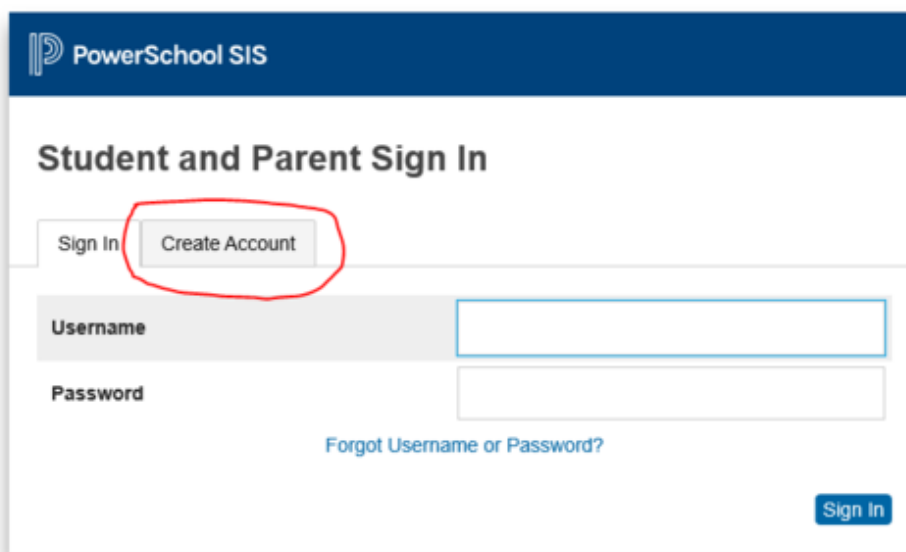


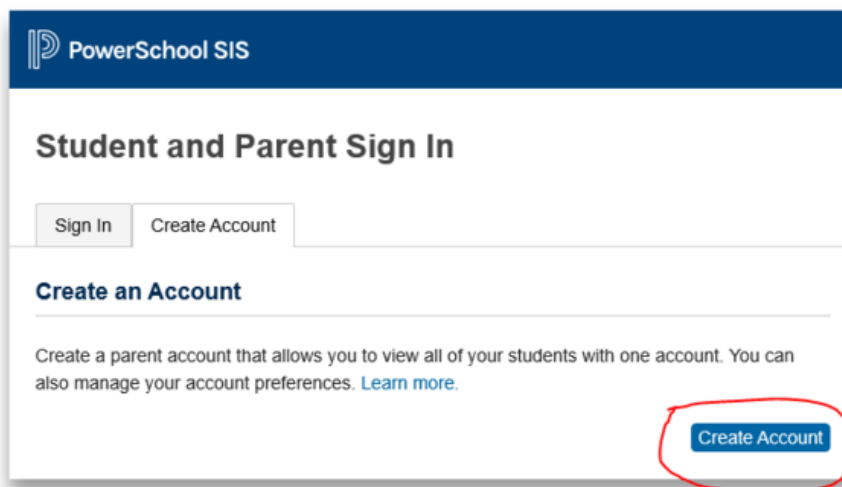
Welcome to the St. Michael PowerSchool support page. If you are looking for the correct link to our PS website, please click the following link: <https://archindy.powerschool.com>.

Below you will find step-by-step instructions on how to create your parent account and link it to your students. Once your account is created, you can also download the PowerSchool app from the Apple/Android Store and login for mobile viewing as well. Our district code is TMHH.

**Step 1:** The first time accessing the site, you will need to create your account. Please select Create Account as shown in the picture below.




The screenshot shows the PowerSchool SIS login page. At the top is a blue header with the PowerSchool SIS logo. Below the header is the title "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is circled in red. Below the buttons are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.



The screenshot shows the "Create an Account" page on the PowerSchool SIS website. At the top is a blue header with the PowerSchool SIS logo. Below the header is the title "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below the buttons is the section "Create an Account". The text in this section reads: "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.](#)". At the bottom right of the section is a "Create Account" button, which is circled in red.

**Step 2:** Inputting your information. You will now fill out the following fields as asked. The email you input will be the one used in the case of Forgotten Password situations.

 PowerSchool SIS

## Create Parent Account

### Parent Account Details

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
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

**Step 3:** Linking your account to your student(s). Here you will enter the Name, Access ID, and Access Password that was sent home with your student. The Access ID is going to be the student's last name with possibly four numbers. The Access Password will be their birthdate. You can link up to 8 students to a parent account. **\*\*ACCESS ID IS CASE SENSITIVE\*\***

### 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

Access ID

Access Password

Relationship

-- Choose



2

Student Name

Access ID

Access Password

Relationship

-- Choose



Once finished, scroll to the bottom and click Enter.

The image shows a login interface with two identical sections, labeled 6 and 7. Each section contains four input fields: Student Name, Access ID, Access Password, and Relationship (a dropdown menu with "-- Choose" and a downward arrow). At the bottom right of the entire form, there is a blue button labeled "Enter", which is circled in red.

**Step 4:** Time to log in! After hitting Enter, you should be taken back to the initial login screen as long as everything was input correctly. If not, just fix the boxes needed and try again.

Highlighting a few points.

- **Switch Students** - Click the name of the student you wish to view in the Top Left Corner.
- **View Assignments** - Click the letter grade/percentage for the class/quarter you wish to view.
- **Attendance** - On the left side menu, click on Attendance.
  - **\*NOTE: Only pay attention to the Homeroom (HR) period as this is the only time attendance is taken. \***

- **\*The Default for Present is a blank. The system will assume the student is present unless told otherwise. The only thing you will be able to see are Absences (A) and Tardies (T). If you do not see any of those, then your student was present.**

If you have any questions, please either contact the school office at 317-462-6380 and Mrs. Hite will take a note and pass it along to Mrs. Hittel. Or feel free to contact the office at [school@stmichaelsgrfld.org](mailto:school@stmichaelsgrfld.org).