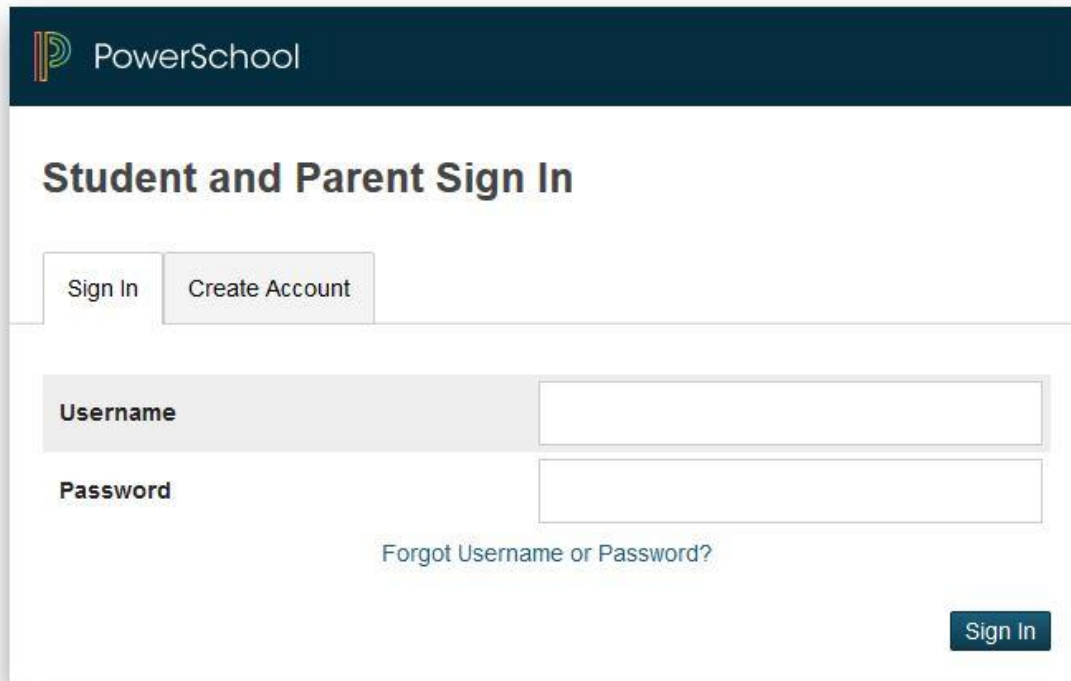


New Single Sign On Setup

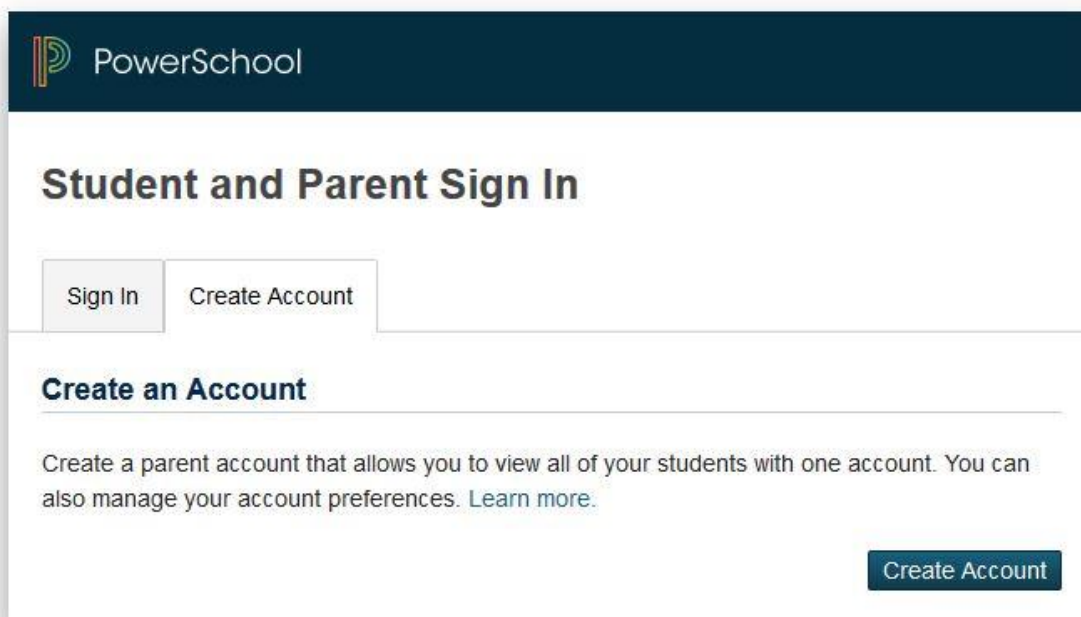
- 1) Access your Fairview Area School public portal as normal by going to <http://www.fairview.k12.mi.us>



The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

Copyright© 2005 - 2015 Pearson Education, Inc., or its affiliate(s). All rights reserved.

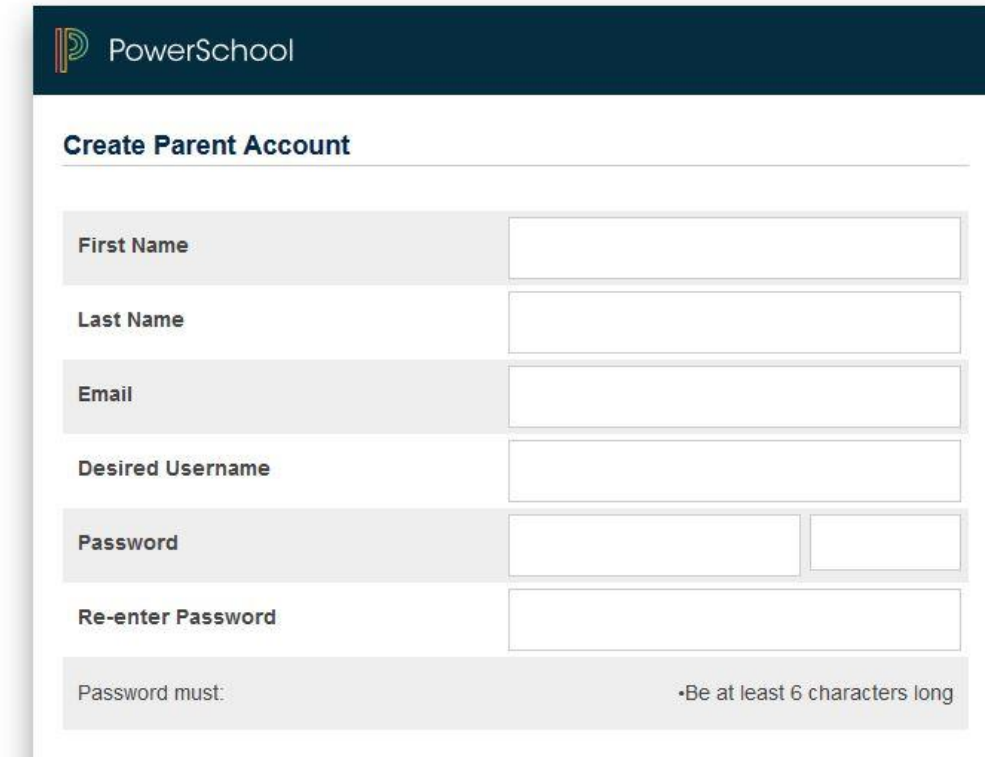
- 2) Click on Create an account



This screenshot shows the same PowerSchool login interface, but with the "Create Account" button selected. Below the "Create an Account" heading, there is a paragraph of text: "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.](#)" A "Create Account" button is located at the bottom right of the form area.

Copyright© 2005 - 2015 Pearson Education, Inc., or its affiliate(s). All rights reserved.

3) Enter your First Name, Last Name, and desired username and password. The desired username must not have any spaces (we suggest first initial last name no spaces), and the password must be at least 6 characters long.



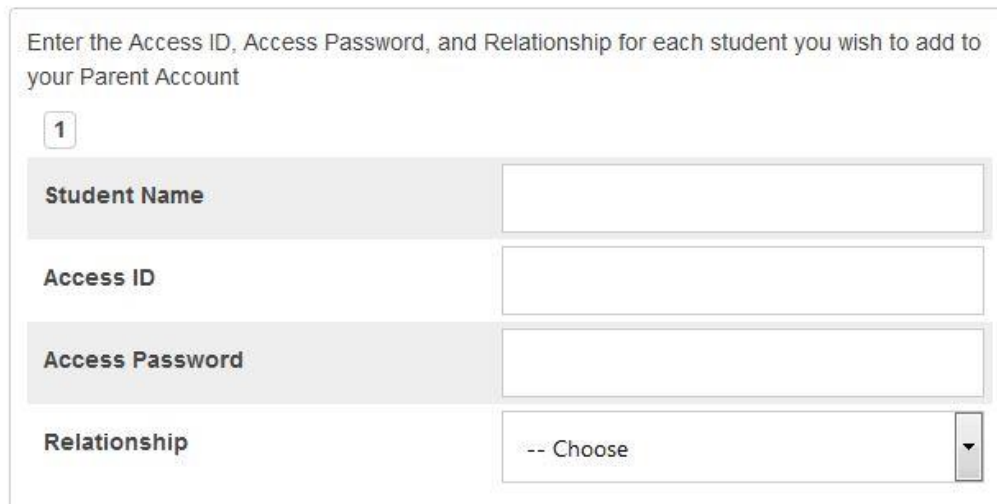
The image shows a screenshot of the PowerSchool website's "Create Parent Account" form. The form is titled "Create Parent Account" and is set against a dark blue header with the PowerSchool logo. The form fields are as follows:

- First Name:** A single text input field.
- Last Name:** A single text input field.
- Email:** A single text input field.
- Desired Username:** A single text input field.
- Password:** Two adjacent text input fields for password entry.
- Re-enter Password:** A single text input field for password confirmation.

Below the input fields, there is a "Password must:" section with a requirement: "•Be at least 6 characters long".

4) Scroll down the page and populate the "Link to Students Accounts" portion. This is where you will need your Access ID and Access Password for each of your students. These are the access ID and passwords you used to login to each of your students accounts. Enter the parent access ID in the Student Name box, and the parent password in the Access Password box. Parents are able to have multiple students associated to their one account.

Link Students to Account



The image shows a screenshot of the "Link Students to Account" form. The form is titled "Link Students to Account" and is set against a light gray background. The form contains the following elements:

- Instructional text:** "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account".
- Form ID:** A small box containing the number "1".
- Student Name:** A text input field.
- Access ID:** A text input field.
- Access Password:** A text input field.
- Relationship:** A dropdown menu with the text "-- Choose" and a downward arrow.

6) Once all Access ID's and Passwords have been entered hit enter at the bottom of the page.

7

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	<input type="text" value="-- Choose"/> 