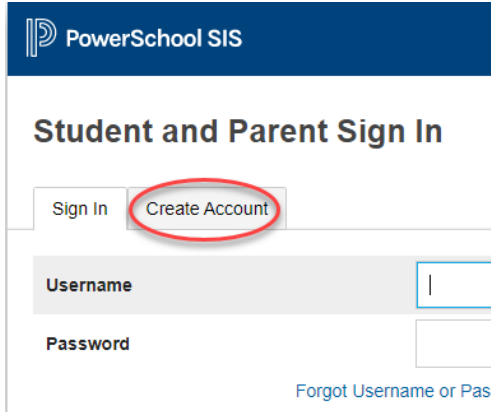


# Parent Portal Access Instruction

To create a Parent Portal account on a computer or on your phone:

1. Open your browser and go the website: <http://colonialhts.powerschool.com/>

2. Click on the Create Account tab:



PowerSchool SIS

### Student and Parent Sign In

Sign In **Create Account**

Username

Password

[Forgot Username or Password](#)

3. Then click on the Create Account button:

### Student and Parent Sign In

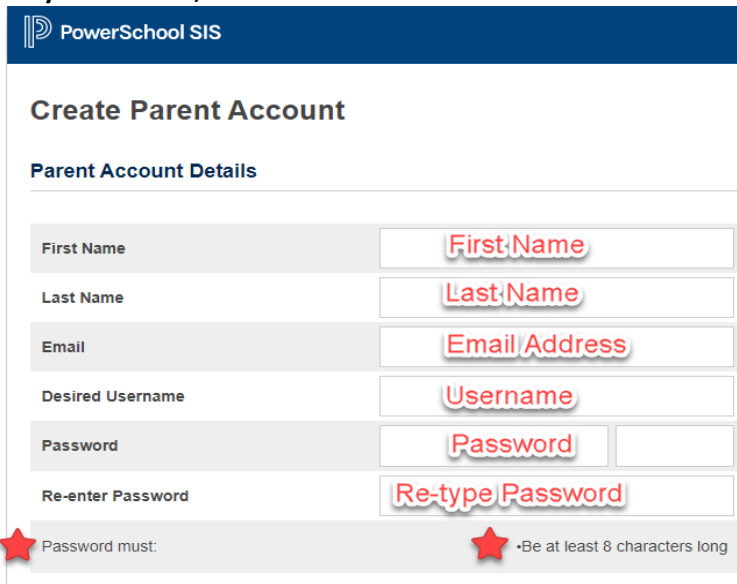
Sign In **Create Account**

#### Create an Account

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.](#)

**Create Account**

4. To create your account, all fields must be filled out:



PowerSchool SIS

### Create Parent Account

Parent Account Details

First Name  **First Name**

Last Name  **Last Name**

Email  **Email Address**

Desired Username  **Username**

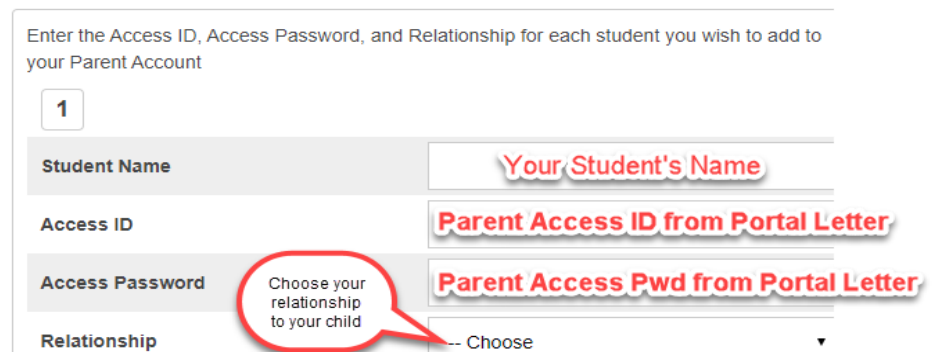
Password  **Password**

Re-enter Password  **Re-type Password**

★ Password must:  **Be at least 8 characters long**

5. Link your student(s) to your account by using the information from the Parent/Student Letter:

#### 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  **Your Student's Name**

Access ID  **Parent Access ID from Portal Letter**

Access Password  **Parent Access Pwd from Portal Letter**

Relationship  **Choose your relationship to your child**

Once you have created your account, you can download the "PowerSchool Mobile" app for your phone. Find it in your device's app store.