

West Fargo Public Schools –PowerSchool Parent Portal Information

PLEASE READ THIS FIRST!

- The Parent Portal is a tool designed to keep parents informed of their student’s progress. It is a supplement to other school-parent communication. We strive to keep the Parent Portal as up-to-date as possible. Some classes, grade levels, and teaching styles lend themselves to electronic reporting more readily than others, creating different turn-around times.
- Parents will keep their Parent Portal username and password **confidential**. Anyone who has this information can check your child’s records online from any computer connected to the Internet. We regard all student data as confidential.
- Data concerns/maintenance on the Parent Portal should be addressed in the following order: 1) Discuss the issue or information with your child. 2) Discuss the issue with the teacher. 3) Discuss the issue with an administrator at your child’s school. Also check the Parent Portal link on the district website for FAQ regarding portal maintenance.
- The Single Sign-On functionality of the parent portal allows parents/guardians to have a single account for multiple students. You will see all of your students from the one account. Student data will be accessible by clicking on each student name across the header of your parent portal once you have logged in and added your student(s).
- Parent/Guardians may have multiple Single Sign-On accounts for the same student, allowing for split or divorced families to manage their own account.
- Ability to setup an email of preference for emailing student progress reports based on the Single Sign-On account.
- You must create a Single Sign-On account in order to log into the parent portal. To add students to your account you will need the access account ID and password provided by the school office.

Steps to setup and add students to your parent portal account:

1. Print a copy of the Parent Portal Access Request Form. This form is available online at: <https://www.west-fargo.k12.nd.us> Click on the **FAMILIES → Parent Portal → Signup Form** Link.
2. Complete the form and bring it to your child’s school. *If you are a parent/guardian who lives out of the district, you can have a notary public verify your identity on the form and then send it to your child’s school.*
3. Present a picture ID.
4. Once the information is validated, the Parent Portal Access ID and Access Password information will be emailed to the address provided on the request form. This information will be needed to assign students to your parent portal Single Sign-On account. **Remember**, the access ID and password is not your parent portal account login and password.
5. Information you will need to know before you begin creating your Single Sign-On parent portal account:
 - a. Each of the access ID and access passwords that was emailed you from the school for your students. Contact your school if you misplace the access ID or password.
 - b. **Student Last Name, Student First Name**, and your **Relationship** to the student.
6. Using a web browser (Internet Explorer, Firefox, Google Chrome, Edge, etc.) navigate to the West Fargo Public Schools district website. Click on the **FAMILIES → Parent Portal → PowerSchool Login** Link.
 - a. Address to the link: <https://west-fargo.ps.state.nd.us/public/home.html>
7. Click the **“Create Account”** tab and then click the button **“Create Account”** and enter the following information:
 - a. **First Name:** Your first name

- b. **Last Name:** Your last name
 - c. **Email:** Your email (must be valid and unique in the system)
 - d. **Desired Username:** login name you want for your single sign-on account. Must be unique in the system. (email address is a suggested login name)
 - e. **Password:** Enter the password of your choice.
 - f. **Re-enter Password:** Enter the same password again
8. Under the section “**Link Students to Account**” you will assign your students to your single sign-on account by entering this information:
- a. **Student Name:** Enter your student’s name
 - b. **Access ID:** Enter the Access ID emailed you from the school for the specific student (*case sensitive*)
 - c. **Access Password:** Enter the Access Password emailed from the school for the specific student (*case sensitive*)
 - d. **Relationship:** Click and select the relationship you have with the student
 - e. **Repeat the above steps** if you have more than one student you are adding to your single sign-on account.
 - f. Click **Enter** when you have finished.

West Fargo Public Schools Parent Portal Access Request

Child's Student ID Number	Child's Date of Birth	Child's First Name that is on His/Her Birth Certificate	Child's Last Name	School Attending

Parent/Guardian First Name _____ Last Name _____

Email Address _____

Parent/Guardian SIGNATURE _____ Date _____

FOR SCHOOL OFFICE USE ONLY (Store in CUM File)

Access Approved: Yes or No

Identification Verified by _____

Date Received _____

FOR NOTARY PUBLIC USE WHEN PARENT LIVES OUT OF THE DISTRICT

On this, the _____ day of _____, 20____, before me a notary public, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Notary Public Signature

Notary Public Seal