PowerSchool Parent-Creating New Login Information Updated August 2019

As of July 2016, parents wanting to use PowerSchool to keep track of their child's grades & attendance need to create an account.

If you already have an account but forgot your password, email <a href="mailto:psadmin@bsin.k12.nm.us">psadmin@bsin.k12.nm.us</a>

\*Do not create an additional account.

Once you follow the directions below and create a new login, you will have access to all your children (if you have multiple on Bloomfield Schools) in one central login and location.

## **<u>Creating New PowerSchool Parent Account:</u>**

- 1. Go to www.bsin.k12.nm.us
- 2. Place your cursor over "For Parents", then select "PowerSchool"
- 3. Click on "PowerSchool Parents" link
- 4. Student & Parent Sign-In webpage appears
- 5. Click the "Create Account" tab
- 6. Click the "Create Account" button
- 7. Fill out all required information for:
  - a. Parent Account Details
  - b. Link Students to Account
    - i. Access ID is the students lunch number
    - ii. Access Password is the students birthdate (use MMDDYYYY format)
- 8. If you have more than one child, you can enter them all here
- 9. Click Enter
- 10. You can now use your new login!

## Questions?

Email psadmin@bsin.k12.nm.us