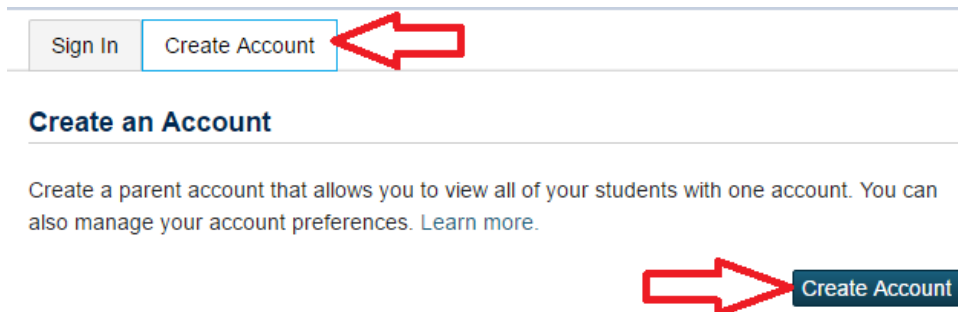


How to Create an Account in the Mansfield Middle School Parent Portal

- 1) Only parents/guardians listed as having custody or legal guardianship can access a child's information. To setup your login, you will need to obtain your child(ren)'s unique access ID and access password (available in the Middle School Office with a photo ID). Only students in grades 5-8 have information in the Middle School's Parent Portal.
- 2) Go to <https://powerschool.mansfieldct.org> , click the "Create Account" tab, and then click on the "Create Account" button.

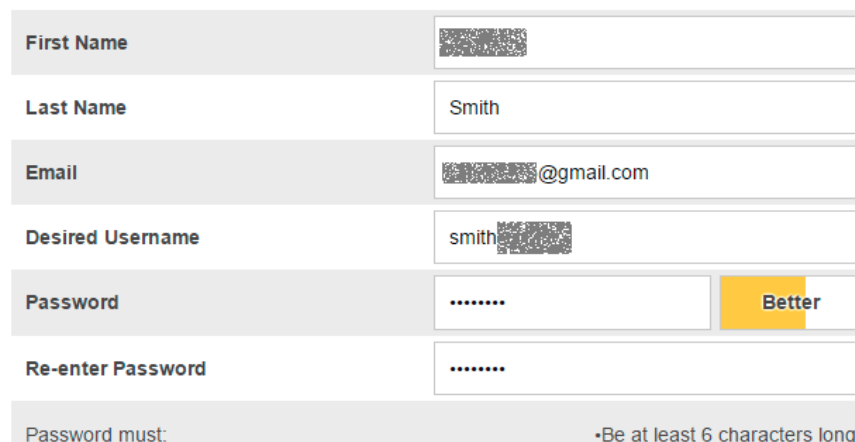


The screenshot shows the Powerschool website interface. At the top, there are two buttons: "Sign In" and "Create Account". A red arrow points to the "Create Account" button. Below the buttons, the heading "Create an Account" is displayed. Underneath, there is a paragraph of text: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)". At the bottom right of this section, there is a dark blue button labeled "Create Account" with a red arrow pointing to it.

3) Type in the following information:

- **Name:** Your First and Last Name
- **Email:** Your Email Address (notifications will be sent to this address). It must be an address that no one else has already used to create an account on our parent portal. You cannot reuse an email to create a new account.
- **Username:** Pick something unique that you will use to login to gain access. It will need to be something that no one else has already picked. You cannot reuse a username to create a new account.
- **Password:** Pick a unique password that is at least 7 characters long. We recommend that you use a mix of letters and numbers so that it is more secure. Do not give your password to anyone. Students have their own separate and more limited login to the Portal. Middle School staff will never ask for your password.

Create Parent Account



The screenshot shows the "Create Parent Account" form. It consists of several input fields:

- First Name:** A text input field with a blurred placeholder.
- Last Name:** A text input field containing the text "Smith".
- Email:** A text input field containing a blurred placeholder followed by "@gmail.com".
- Desired Username:** A text input field containing "smith" followed by a blurred placeholder.
- Password:** A text input field with masked characters "....." and a yellow button labeled "Better" to its right.
- Re-enter Password:** A text input field with masked characters ".....".

At the bottom of the form, there is a note: "Password must: •Be at least 6 characters long".

4) Fill in information for at least one child:

- **Student Name:** Child's first name (can be formal name or nickname – your choice).
- **Access ID and Access Password:** Provided to you by the School.
- **Relationship:** Your relationship to the child.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

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Student Name	<input type="text" value="Smith"/>
Access ID	<input type="text" value="1231 [REDACTED]"/>
Access Password	<input type="password" value="....."/>
Relationship	<input type="text" value="Mother"/>

If you have additional children currently at the Middle School, you can list their information at this time as well on lines 2, 3, etc.

5) Click the “Enter” button when done.

6) Now you're done! Log in at <https://powerschool.mansfieldct.org> at any time using the username and password that you chose in step 3.

For further support, view the helpful online videos, handouts, and FAQs on the middle school's website (<http://mansfieldct.gov/mms> - click on “Parent Portal” under the “For Parents” menu). The aforementioned resources are intended to answer any how-to questions about the portal.