Describes how to log into PowerSchool Special Education, how to change and safeguard your password, and how to use your home page

Signing In

To access PowerSchool Special Education, you must open your web browser. On most computers, you can click the “Internet Explorer”, “Netscape Navigator” or “Browse the Internet” icon on your desktop. To sign into PowerSchool Special Education, you will need four pieces of information (available from your system administrator):

1. The web address of the server hosting your school district’s installation of PowerSchool Special Education.

2. The “School/District ID” which identifies the school or school district you are from.

3. A “User ID” which identifies you as a staff member.

4. Your password. This might be your normal workstation password if PowerSchool Special Education has been integrated with Active Directory. Otherwise it will be your initial temporary password. The temporary password must always be entered exactly as given by the system administrator. For example, if your password is techx9, you must enter techx9 and not TECHX9.
To log in, follow these steps:

**Step 1:** After starting your web browser, go to the web address of the server hosting PowerSchool Special Education for your school district.

**Step 2:** Enter the School/District ID, User ID and Password exactly as given by the system administrator. Then click “Sign In”.

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**If you cannot log in:** If you attempt to sign in and your login information is not accepted (red question marks appear next to the User ID and password fields), make sure Caps Lock (on your keyboard) is off and try entering the login information again. For the School ID and User ID, you can use either upper or lower case. For the Password, you must use the same case as the password given to you by your system administrator. For example, if your password is Techx9, you must enter Techx9 and not techx9. If you enter an incorrect login a number of times, the system may temporarily lock out your account for a period of time established by the system administrator (normally fifteen minutes). If all else fails and you cannot login in, consult your system administrator.
About Passwords and Password Hint Phrases: Your password is required to be six to ten characters in length and must include at least one number or punctuation mark. Memorize your password and do not write it down. It is recommended that you specify a password hint phrase and an email address to email the phrase to in case you cannot remember your password. While logging in, if you enter an incorrect password a number of times (normally five times, but the number can be changed by the security administrator), the password hint phrase is emailed to you and your account will be locked out for a period of time (normally 15 minutes, but the duration can be changed by the security administrator). If for some reason, the password hint phrase is not sufficient, you can ask the system administrator to reset your password to a new temporary one that will allow you to log in again.
Home Page and Navigational Menus

Once you set up your personal password, the first page you see after you log in is your home page. An overview of the home page is given below.

From anywhere in the system, you will be able to return to your home page by clicking either the “home” icon or the logo.

The menus of PowerSchool Special Education appear across the top horizontally. You may see menus labeled Search, Curriculum, Communication, Reporting, and Help. The exact menus you see depend on your roles and security privileges.

Your user name and the logout link are found in the upper right corner.

User Home Page Overview
If you have access to multiple individual locations, you can click the link for any location here that you have access to. This allows you to access students at that location.

About Home Page Panels: Your home page is divided into various panels such as “Quick Access”, “Unread Messages”, “Reports”, etc. The exact panels you see depend on your security privileges.

You can rearrange the panels to your preference by holding the mouse/pointer down on the title of a panel, dragging it to a new position, and then releasing the mouse/pointer. This action is sometimes referred to as “drag and drop.”

“Unread Messages” Panel: Messages other users have sent to you, if any, are listed in the unread messages panel. You may read, respond to, forward or delete any messages you receive. To read the full message, click the message subject. However, you can also hover the mouse over the subject to see message details and take some typical actions like marking the message as read and/or replying.

You can collapse and expand home page panels by clicking the icon in the upper right corner of each panel. Expanding or collapsing is temporary by default. If you wish to preserve the expanded or collapsed state of the panels, set up the home page the way you like it and then click “Save Home Page Configuration” here.
“Announcements” Panel: Announcements (if any have been made) are listed in this panel. You can click the announcement subject on the left to read the full announcement. Depending on the options that the sender used when sending the announcement, you can reply, add an announced event to your calendar and more.

“Reports” Panel: Depending on your role, reports may be published onto your home page. Such reports are organized into categories, and you can expand and collapse the categories to access the reports.

“Quick Access” Panel: This panel contains a student search box (if authorized) and useful links organized by category. For example, if you do not have an explicit caseload, but rather access students on an ad-hoc basis, a list of students you recently worked with is listed here with the most recent student on top.

“Upcoming Calendar Events” Panel: This panel shows events that are coming up on your calendar. You can click the event subject to see more detail and make changes. However, you can also hover the mouse over the event to see basic event details.
User Personal Options

There are some personal options that you can set to have the user interface work best for you. To set these personal options, follow the directions below:

Step 1: From your home page, expand the “Personal Options/Content” category in the “Quick Access” panel. Then click “Set My User Options”.

"My Students" Panel: If you have been assigned a student caseload, you will see this panel. To the left of each student, there are icons that, depending on your roles and privileges, can be clicked to access the student's profile, documents, and/or services.

Case Manager Relationship: Any students on your caseload, for whom you are the designated case manager, will be highlighted with boldface text and a gray background color.
Step 1: Select “Help Guides” from the “Help” menu.

Step 2: Select the desired options and then click “Set Options”. The exact options you see depending on your security roles and privileges.

Viewing Online User Guides and Requesting Support
The online user guides for PowerSchool Special Education look like the window below. Specific sections of a user guide can be accessed using the table of contents, the index, or the search function as shown below.

Step 2: Help guides are listed here. The guides you see depend on your roles and security privileges.

Use the search box to search the displayed content for material of interest. If you do not see a search box, click the guide content and then type Ctrl-F.

After opening an online guide, a new window will open with a table of contents in the side bar. Click a chapter to view it.
If you cannot resolve your question or problem with the online user guides, you can send a request for support. To do so, select “Support” from the “Help” menu. When the support popup window appears, follow the steps below to submit your help request.

**Adding Students to Your Caseload**

Depending on how PowerSchool Special Education has been configured for your school district, your caseload may already be provided for you, but if not, you will be assigned the security privilege that enables you to add and remove students from your own caseload. This is shown in the procedure below
Step 1: Click the Edit here at the top of the “My Students” panel on your home page.

Step 2: To add students to your caseload, click Add Students to Standard Caseload here. If this option does not appear, you do not have the access privilege to add students to your caseload. This may be intentional if your caseload is being provided for you. Otherwise, consult your system administrator to gain this access privilege.

FYI: Depending on your security/role, you may also see an option to add students to the case manager caseload. Note that PowerSchool Special Education allows multiple staff members to add a student to their caseload, but only one staff member can be the case manager for a student at a given point in time.
Step 3: If you know the student’s ID, enter it in the ID field. Alternately enter a few letters of the student’s last and/or first name. Then click the “Search” button below.

Step 4: Click the checkmark next to the student you wish to add. Then click the green buttons above or below the list labeled “Add Students Marked Below/Above to Standard Caseload.”
Step 5: Use the navigation trail to exit.
Organizing Your Caseload into Caseload Groups

If you have a significant number of students on your caseload or if you provide services to groups of students, it can be helpful to organize your caseload into groups of students referred to as ‘caseload groups’. Note that a student on your caseload can be in more than one caseload group. Follow the directions below to set up caseload groups.

Step 1: Click the Edit button at the top of the caseload panel on your home page.
Step 2: Click New Caseload Group.

Step 3: Provide a unique name for the group, mark the checkboxes for the students to be included in the new group. Then click the green “Accept” button.
Step 4: The caseload group is created and added to this dropdown menu which you can use to select this or any other caseload group, or to see the entire caseload.

Step 5: If you return to your home page, you will find that the group also appears in a dropdown at the top of the “My Students” panel allowing you to easily view any caseload group or the entire caseload.