

### Introduction

The implementation of HISD Connect's Parent Portal requires that Student Access ID be generated for each student. The Student Access IDs are provided to the parent using the PowerSchool Parent Portal letter.

### New School Year Process

#### Generate Access IDs and Passwords

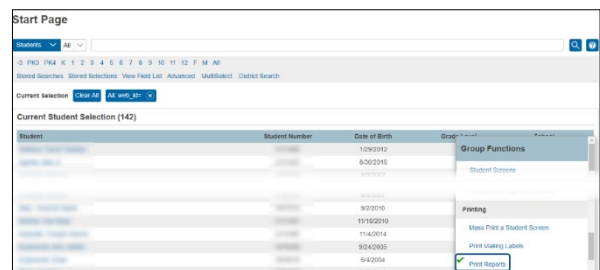
- Access IDs are typically created in mass prior to the launch date for the PowerSchool Parent Portal

#### Print and Distribute Letters to parents

- Best practice is to check for newly enrolled students and generate Access IDs and Passwords prior to printing letters for the first time
- Letters are generated after selecting students
- The name of the report is Parent Portal Letter
- HISD Connect user will download the PDF of the completed report job for printing and distribution

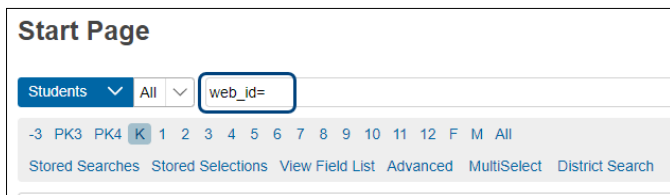
### Printing Parent Portal Letters

- Confirm all students have a web id and password in the student profile.
- Select **all active students**
- Select **Print a Report** from the Group Functions menu displayed in the lower right under the selection of students

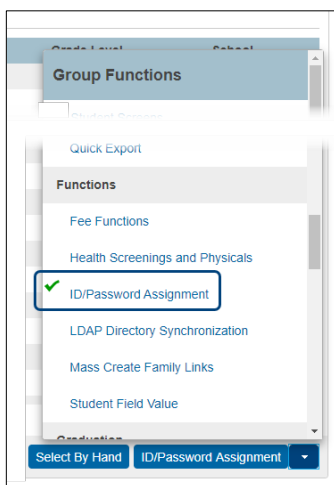


### Generate Access IDs and Passwords

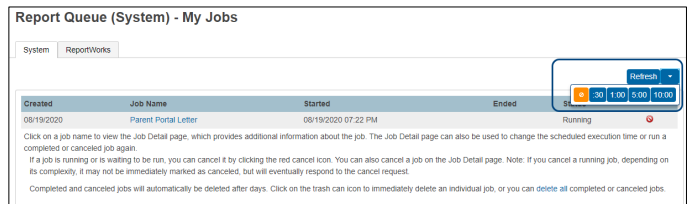
- Search for blank values in the Web\_Id student field, eg., web\_id =



- Select **ID/Password Assignment** from the Group Functions menu displayed in the lower right under the selection of students.
- Verify that they **do not overwrite any existing ID's or passwords** box is selected
- Click **Submit**



- Select **Parent Portal** from the Which report would you like to print? Drop Down selection box.
- Click **the arrow to the right** of the Refresh button to set the time interval for Report Queue Refresh rate. This will let the page automatically refresh and update the status of the report.



- Click View link to review and download the letters for printing when the status of the report changes to completed.

