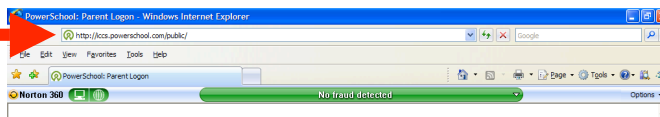


HOW TO GET THE MOST OUT OF POWERSCHOOL

Step 1:

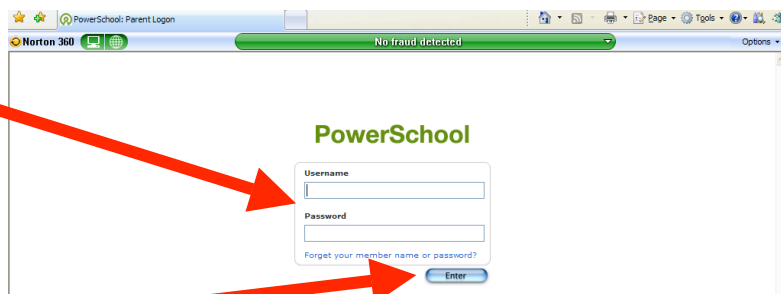
Enter the PowerSchool web address in the navigation bar of your web browser:

<http://iccs.powerschool.com>



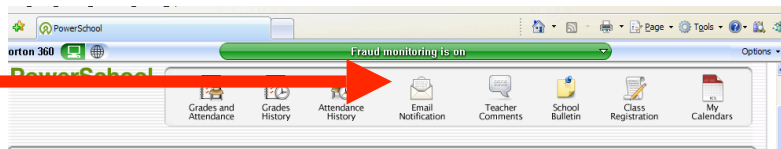
Step 2:

Enter your PowerSchool Username and Password into the log in boxes on the PowerSchool start page.



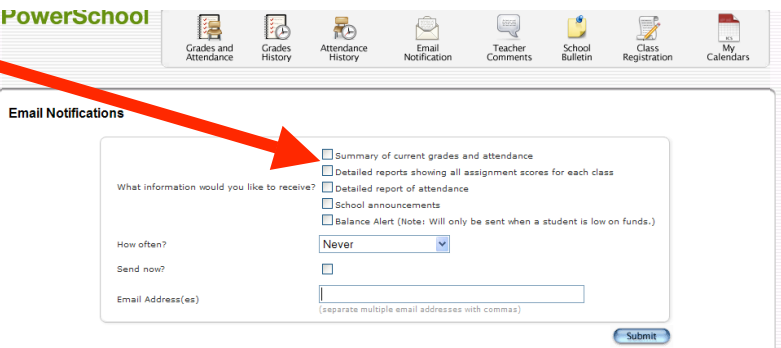
Step 3:

Click the Submit button.



Step 4:

Click the Email Notification icon to set up your account for automatic emails regarding your child's progress and attendance.

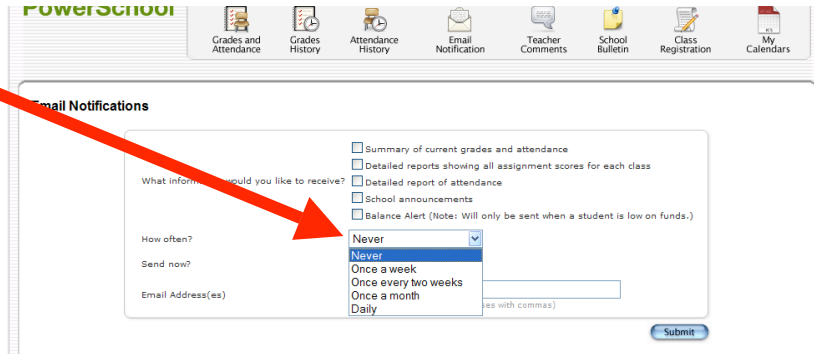


Step 5:

Click the options (updates) you wish to receive

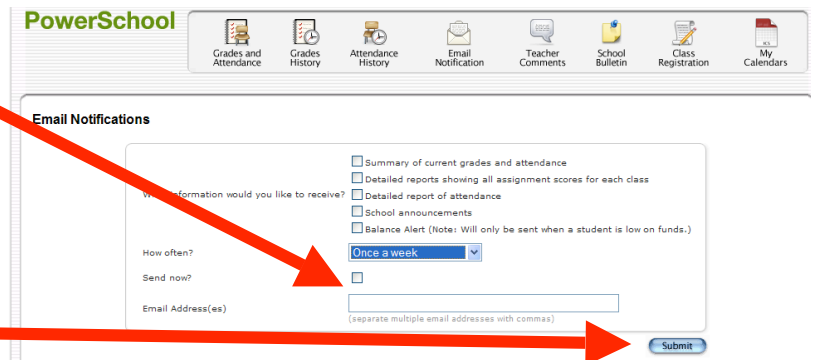
Step 6:

Choose how often you wish to receive the updates.



Step 7:

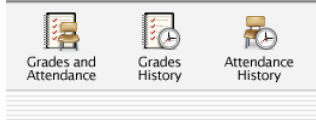
Enter the address you want the emails sent to. Separate multiple emails with a comma (,).



Step 8:

Click the Submit button.

What's behind the icon?



Grade and Attendance information.

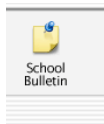
Note: Any grade in blue is a link to more information. Please click these to see what the teacher is communicating.



Your preferences for auto-generated PowerSchool emails.



General teacher comments about classroom participation, work, conduct, etc.



School bulletin information. The primary placement of this information will be on the school website: <http://myiccs.org>

Miscellaneous PowerSchool Information:

There are auto-links (in blue-type) to each of your child's teachers' email address within PowerSchool in the Grades and Attendance section mentioned above. Simply click the link and an email is started to the teacher.

Parents may see and print the Grades and Attendance page, or any subject/course page containing grades for their personal student files at any time (except during the restricted shut-downs mentioned above or below). **Because of parents' ability to see up-to-date information with PowerSchool concerning student's grades and teacher comments, interim reports and paper report cards will no longer be issued.**

If you need help with PowerSchool and its functions, email cathy.mcdonald@ic.cdom.org with a description of the problem or type of assistance you are seeking.

PowerSchool Login Troubleshooting:

ICCS restricts parent and student access to PowerSchool at the end of each grading period. Normally PowerSchool will not be shut-down for more than 10-school days.

Parent and student access to PowerSchool is turned off if there is a problem with the student's tuition account and may not be turned back on until the problem is resolved with the Business Office.