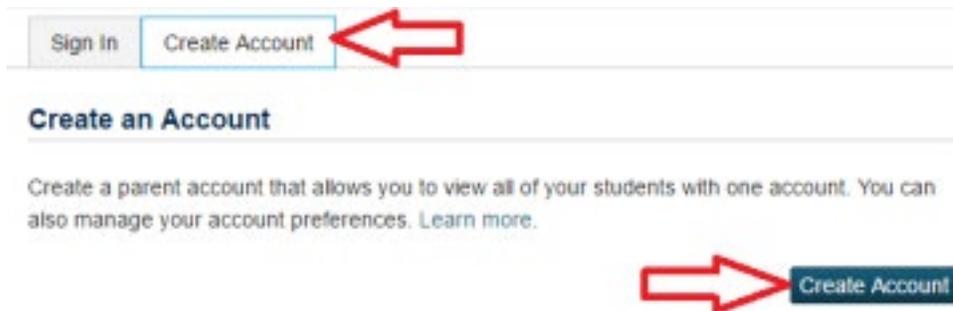**How to Create an Account in the Mansfield Middle School Parent Portal**

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 by calling or visiting the Middle School Office). Only students in grades 5-8 have information in the Middle School's Parent Portal.

2) Go to https://mansfield.powerschool.com/public/ click the "Create Account" tab, and then click on the "Create Account" button.

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.

· **Desired 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 8 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.

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.

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://mansfield.powerschool.com/public/ 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 " MMS Powerschool Portal" under the "Middle School" menu). The aforementioned resources are intended to answer any how-to questions about the portal.