

Steps to Logging into PowerSchool for Students:

1. Use a web browser to log in initially.
 - a. You will find the link on our website under: "Parent's and Students"
2. If you have issues signing in, click "Forgot Username or Password."
3. Select "Reset Both (Student)"
4. Enter your PowerSchool username and your Western School Division (WSD) email address (do not use a personal email address).
5. If you don't know your username:
 - a. Message Mrs. Uttley on Microsoft Teams (@Puttley).
6. After requesting to reset your password on Powerschool:
 - a. Instructions will be sent to your WSD email (accessible through Office 365).
7. Follow the link that will be sent to your email. Be sure to check the junk and spam folder!
8. Ensure your new password meets all requirements. Requirements will be listed at the top of the page when you are prompted to change your password
9. Hit submit/save
10. Congratulations!! You did it!

If the above steps did not work due to the following reasons:

- You do not know your Microsoft 365 login information
- Powerschool gave you a pop-up that states that your account is locked.
- Powerschool gave you a pop-up that tells you to contact your school administrator.

Message Mrs. Uttley on Microsoft Teams (@Puttley)

NOTE: When using the mobile app, you may need to enter the district code, which is **HXJN**.