

Poudre School District is excited to continue to provide Student Snapshot (formerly the Parent Portal)! The Student Snapshot allows you to view a quick snapshot of your child's specific information including: schedule, grades, upcoming assignments, account balances and general school information as well as the ability to pay fees including adding money to your child's lunch account. The Student Snapshot's interactive features are part of PSD's constant work to improve communication with parents.

## Instructions to Create a Student Snapshot Account:

a) Launch your internet browser and go to: <http://www.psdschools.org>

b) Click the "parents" link near the top right.

d) If you are a Poudre School District staff member, sign in using your PSD username and password. You are now logged in and do not need to complete steps c,e, or f.

c) If you do not work for PSD click "create an account!"

e) On the "create a student snapshot account" page enter and confirm your email address.

-Select, and confirm a password. The password must be at least 6 letters or numbers long.

-Enter a security question and answer. You will use this to retrieve your password in case you forget.

-Click "Create Account".

f) Once you receive the message "Your account has been created successfully" click "Continue". Now you should be viewing the "welcome" screen. Click "add a student" (on the left). You are now in the administration section of the student snapshot; at the bottom of the web page are instructions on how to "add a new student" and "faqs".

## Frequently Asked Questions:

### 1. Why do I need to add a student?

Adding a student is the process by which your student is linked to your account using your student's activation code (found on the front of this letter). The linking process prevents others from viewing your student's private data, and assures that you and only you can view your student's information.

### 2. How do I add a student to my account?

-Create your account and log in (see step 1).

-Click "Add a Student" (on the left).

You will need your student's school ID number (not PIV pin) and an activation code. Enter these two pieces of information and click "Link To Student". You should now see a message stating, "The Student with ID = XXXXX has been linked to your account." Click "Add Another Student" found on the right or click "Return to Student Snapshot" at the top of the screen to return to the "Welcome" screen.

### 3. What if I do not know my child's student id?

Once your student is added to your student snapshot account, you will have continued access to that student's information through the current school year. **Again, use the password you created when activating your Student Snapshot account.**

All information concerning your student is securely transmitted to only those who have been granted access to your student's information.

Ask your child, reference your PIV letter or report card for your student's student id (not PIV pin), or call your child's school.

Note, when logging into the Student Snapshot use the password you created when activating your account; your PIV password will not access the Student Snapshot.

### 4. Why can't my spouse or other guardian use the same activation code?

In order to provide better security, each activation code is exclusively made for one student and one parent/guardian. Once that activation code is used it is disabled, preventing others from using the activation code again.

### 5. How can my spouse or other guardian get an activation code?

Please contact your child's school to have another activation code created.

### 6. How do I complete an online payment?

There are currently two separate payment processes based on the type of payment you wish to make student fees are listed in the "account balances" section and are accessed by clicking on the button "pay account balance". Account balance payments will not be reflected until the following morning. Available lunch balance information is displayed in the "available lunch credit" section. to purchase lunch credit simply click the "purchase lunch credit" button. Poudre school district systems will reflect lunch credit payments made prior to 10:00 am the same day. Each payment process will walk you through linking to your student and completing payments.

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