



# Tolland Intermediate School

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To T.I.S. Parents/Guardians:

Tolland Intermediate School uses PowerSchool's online parent portal to allow you access to your child's current grades, attendance, and other information through the Internet. Wherever you have Internet access, at home, at work, at the library, etc., you can view academic information related to you child. Power School has a feature which allows for a single log-in that enables parents to view information for each individual child enrolled in the school district using one account. This feature requires parents to create one account and link all their children to that account.

While the parent portal will not be open until Tuesday, March 14 and will close on Friday, April 7, the single log in feature set up is accessible at any time. The steps to link your children to one account are listed below. These same instructions are also available on our website.

If you have any questions regarding the online access, please feel free contact the T.I.S. office.

Sincerely,

A handwritten signature in black ink that reads "James Dineen". The signature is written in a cursive style with a large initial "J".

James Dineen

## Power School Parent Portal Create Your Single Sign-On Account

1. Go to the Power School Portal Website: <https://tollandschools.powerschool.com/public>
2. Click the tab that says “Create Account.”
3. Click the button that says “Create Account.”
4. Fill out the information under the heading “Create Parent Account.” All fields are required.  
**NOTE: You will be prompted to choose your desired username and password. Please retain this information for your login to the portal.**
5. Fill out the information under the heading “Link Students to Account” for at least one of your children in the school district. You will need the Access ID and Access Password to set up the student referenced.
6. Click “Enter.”

**NOTE: You are permitted to link up to seven students on this screen. Should you need to link with more students, you will need to follow the steps below and add additional students once logged in.**

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### If you receive an error message...

An error message may appear if:

1. You have not completed all of the fields in the form;
2. You entered an invalid Parent Access ID for your student;
3. You have entered your student’s login information instead of the Parent Access ID;
4. You have used an email address that is associated with another parent account;
5. You have a weak Password;

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### Adding Additional Students after Creating Your Single Sign-On Account

1. Log-in to your parent account.
2. Click “Account Preferences” on the top navigation menu. This page allows parents to manage their account information including their name, username, password, and email address.
3. Go to the “Students” tab and click “Add” to add a new student to the account. Fill in the pop-up with the following information:
  - \* Student Name
  - \* Access ID
  - \* Access Password
  - \* Relationship
4. Click “Submit.”

**For more detailed instructions, please visit the Tolland Public Schools website. Under District Offices, select “Technology” and follow the Power School Parent Portal links.**