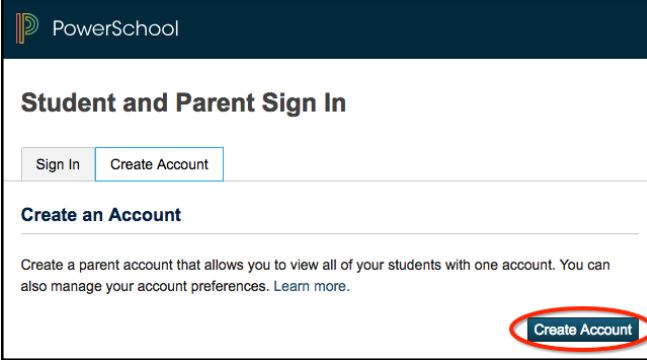


# Creating a PowerSchool Parent Account

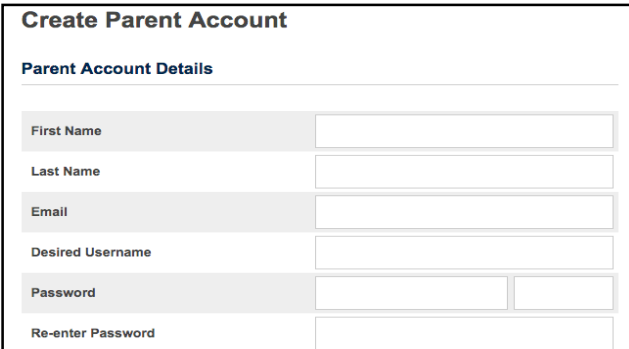
**Step 1.** Open your web browser and go to the following URL: <https://psam.nccohio.org/public/> or navigate to [www.amherstk12.org](http://www.amherstk12.org) web page → click on the “Parents and Students” tab then → click on “PowerSchool Login”

**Step 2.** Click “Create Account” in the lower right-hand-corner of the sign-in portal

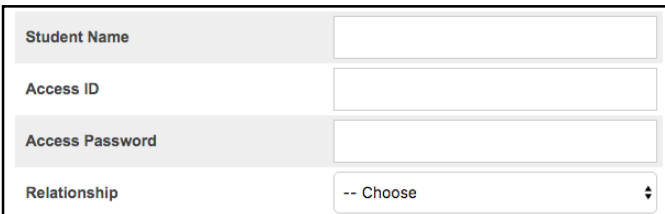


**Step 3.** “Create Parent Account” by filling out the required information. Multiple Parent Accounts can be created using different email addresses and usernames. Passwords must be at least 7 characters long and contain:

- one uppercase and one lowercase letter
- at least one letter and one number
- at least one special character (such as \*&\$#.@)



**Step 4.** To link your child or multiple children to your Parent Account, you need: Student Name, Access ID, Access Password, and Relationship. To receive your child’s Access ID and Access Password, please contact Jenna Porostosky, EMIS Secretary, at 440-988-1979.



**Step 5.** Click “Enter” to create your Parent Account. You can return to <https://psam.nccohio.org/public/> at any time and login with your newly created username and password. You can also use the “PowerSchool Parent/Student Login” link on Amherst’s main web page.