

ISB PowerSchool Parent Portal

Account Creation Guide

Introduction:

PowerSchool is the name of the Student Information System (SIS) at ISB. The PowerSchool Parent Portal is where students and parents can log in to view certain information held on file, for example grades and attendance. The information available to parents within each division is as below:

Elementary School Parents can:

- check their student's attendance;
- complete the new school-year Student Registration Process;
- update their family information and identification documents throughout the year.

Middle School Parents can:

- complete the new school-year Student Registration Process;
- update their family information and identification documents during the year.

High School Parents can:

- check their student's grades;
- view attendance;
- view current schedule;
- complete the new school-year Student Registration Process;
- update their family information and identification documents throughout the year.

In order to access the PowerSchool Parent Portal, all parents are required to create an account.

Creating a New PowerSchool Parent Portal Account

Before you can sign in to the PowerSchool Parent Portal, you will need to create your parent account and link your students to the account. You will need to use your student's Access ID and Access password, which were sent to you in an email entitled 'Parent Portal Access Account', in order to link them to your account.

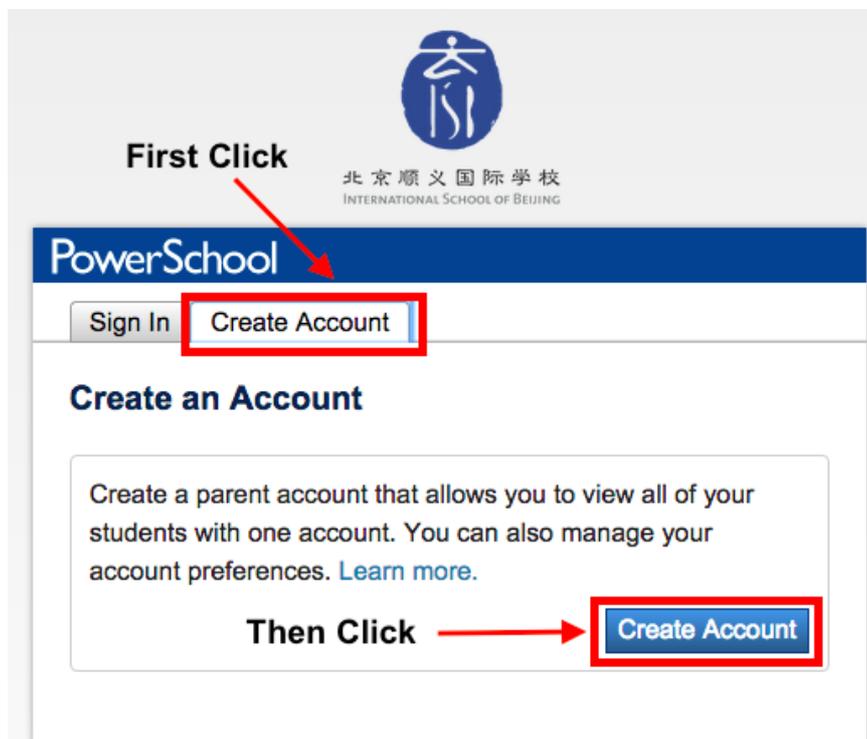
NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

Instructions

1. Launch a web browser (Internet Explorer, Firefox, Safari, or Chrome) on a computer with an Internet connection.
2. Go to the ISB PowerSchool Parent Portal login page by clicking [here](#). You can also type the address into the browser:
<https://sis.isb.bj.edu.cn/public/home.html>



3. Click the "Create Account" tab, and then the blue "Create Account" button. The "Create Parent Account" page will appear.



4. Setting up the account involves 2 simple steps:

Step 1 - Create Account. Enter the following Parent Information:

- First Name
- Last Name
- Email address
- Desired Username (if your chosen username has already been used, you will be prompted for a different username. This can not be the same as your student's username. You can use your Dragons' Gate login if you wish).
- Password (entered twice, minimum of 6 characters. You can use your Dragons' Gate login if you wish).

Do not press Enter yet!

PowerSchool

Create Parent Account

First Name	<input type="text" value="Lisa"/>
Last Name	<input type="text" value="Zhou"/>
Email	<input type="text" value="kindykwkei@yahoo.com"/>
Desired Username	<input type="text" value="lisa.zhou"/>
Password	<input type="password" value="....."/> Weak
Re-enter Password	<input type="password" value="....."/>

Password must:
•Be at least 1 characters long

Step 2 - Link Students. You must use your student's Access ID and Access Password to link them. You will be asked for the following information:

- Student's name (First and Last)
- Access ID
- Access Password
- Your relationship to the student (select from the drop down list).

Repeat **Step 2** for each of your students. (You will have received an email for each of your students, containing the Access ID and Password).

5. Once all information is entered and correct, click Enter.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	Student Name	<input type="text"/>	
	Access ID	<input type="text" value="50008888"/>	Access ID & Password from the letter
	Access Password	<input type="password" value="....."/>	
	Relationship	<input type="text" value="Mother"/>	
2	Student Name	<input type="text"/>	Second Child
	Access ID	<input type="text"/>	
	Access Password	<input type="password"/>	
	Relationship	<input type="text" value="-- Choose"/>	
3	Student Name	<input type="text"/>	Third Child
	Access ID	<input type="text"/>	
	Access Password	<input type="password"/>	
	Relationship	<input type="text" value="-- Choose"/>	

6. When your account is successfully created you will see the sign-in page with this message:

PowerSchool

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Student and Parent Sign In

Username

Password

[Having trouble signing in?](#)

7. Use the user name and password you created in step 1 to sign in to the parent portal. The Access ID and Password can be discarded once the student has been linked to the parent account.