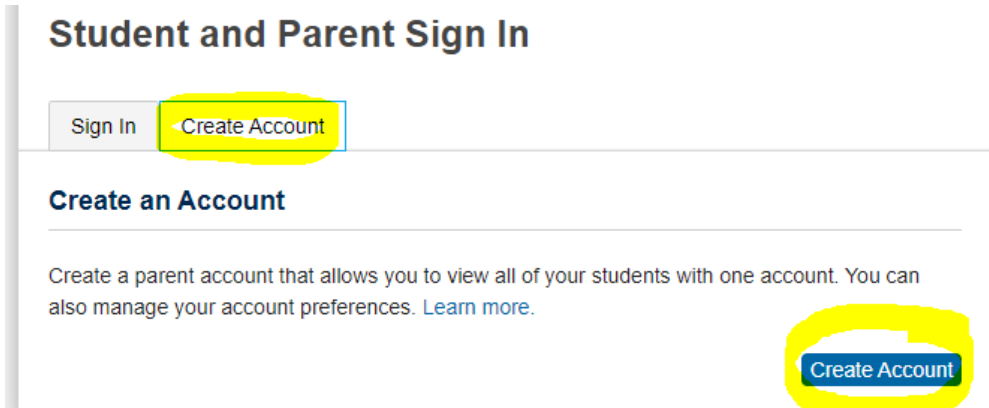# Creating a Parent Account in the Public Portal

Parent's accessing the PowerSchool Public Portal for the first time, need to create an account prior to signing in to the portal or app.
This must be done from the portal https://rivervalleysd.powerschool.com/public/home.html.

Here's how to do it:

Step 1: To set up the parent account for the first time, click the Create Account button.

Step 2: Under the Create Parent Account section, enter the information that you would like to use to log in going forward. This can be your choice of username and password. Make sure to use a working email address in this section as a verification email will be sent.

Step 3: Under the Link Student to Account section, use the access info for the **parent** provided in the credentials letter to link you to your student. Do not use the student's login credentials here.

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	Sammy Sample
Access ID	SAMMY149
Access Password	•••••••
Relationship	Mother ⌄

Step 4: Once that section is completed, scroll to the bottom of the page and hit enter.

Relationship	-- Choose ⌄
	Enter

Step 5:

A verification email will be sent to the email address you provided in the Create Parent Account section. Follow the instructions in the email to verify your account and begin using the portal or app.

Once your account is created in the PowerSchool Public Portal, you can download the PowerSchool app. The district access code is: KLFX