How can I find out how my child is doing in school – Right Now? PARENT PORTAL – CAN HELP!
What is Parent Portal?

Parent Portal is a tool that allows the parent and the student to access real-time information regarding attendance, grades (tests, quizzes, projects, homework assignments), detailed homework assignments, messages from the teacher, school announcements.

The parent and the student can see this information at any time (day or night), seven days a week, from any computer in the world with a private password that only the parent and the student know.
How do a parent and student get access to Parent Portal?

The parent must obtain a Parent Portal letter (see example) from the school that has a unique I.D. and Password for the particular child. This letter must be picked up in person from the school’s main office to ensure the student’s privacy.

Once the parent has obtained the Parent Portal letter from the school, he/she creates a Parent Portal account by going to https://powerschool.hartfordschools.org/public or by clicking on the Parent Portal link on the Hartford Public Schools website at www.hartfordschools.org

The student does not have to create an account. He/she is provided at the school with his/her I.D. and password.
How does a parent create a Parent Portal account?

1. Obtain the Parent Portal letter from the school

2. Go to https://powerschool.hartfordschools.org/public

3. If you are a first time user, click on Create Account

4. On the “Create Parent Account” screen, fill out the required information, create a Username and private password, and enter the student’s I.D. and Password that is on the Parent Portal letter, then click enter.

5. A screen will then appear that says: “Congratulations! Your new Parent Account has been created.”
How do I begin to use Parent Portal?

1. Go to https://powerschool.hartfordschools.org/public

2. In the Parent Sign-in screen enter Username and Password and click “sign-in.”

3. The Parent Portal will then appear showing your child

4. An email will automatically be sent to you confirming the automatic addition of your child to your account
How do I manage Parent Portal?

1. Use the pictures, also called icons, (navigation links) on the left of the screen.

2. In the “Accounts Preferences” picture/icon, the parent can change his/her name and email address by highlighting the current information and typing the new information.

3. Also in the “Accounts Preferences”, parents can also change their username and password by clicking on the picture/icon with the pencil.

4. Use the “Email Notification” picture/icon to tell Parent Portal what information you want to receive automatically and when. Here you can also add other email addresses.

5. In “Account Preferences”, click on the “Student” tab to add more students, if you have more than one child in the school system. Add the other student’s information and click submit.

6. The next time you sign-in to Parent Portal, both students will appear.
What else should I know about Parent Portal?

• Using Parent Portal does not relieve the parent and the teachers/administration from establishing and maintaining effective two-way communication.

• Check Parent Portal at least once a day (recommended) to ensure your child is attending every class, every day and to read messages and announcements.

• If you have questions about the information in Parent Portal, check with the teacher to ensure accuracy before addressing the issue with your child.
What else should I know about Parent Portal? – (continued)

• If you need help with Parent Portal, contact your child’s school main office

• If you tried your child’s school and you still need assistance with Parent Portal, call the Welcome Center at 1-860-695-8400

• If you don’t have a computer at home, work or close relative/friend, you can use the computers in the public library branches or in the schools to access Parent Portal

• Comcast can get you Internet service for $10.99 a month with guarantee of no increase and no installation fee – Call Welcome Center for details

• Questions / Comments