

**Step #1: Go To <http://ps.bhmsd.org>**

PowerSchool

### Student and Parent Sign In

Sign In **Create Account**

Username

Password

[Forgot Username or Password?](#)

**Sign In**

**Step #2: Click On "Create Account"**

PowerSchool

### Student and Parent Sign In

Sign In **Create Account**

#### Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

**Create Account**

**Step #3: Create your Parent Account**

PowerSchool

### Create Parent Account

First Name

Last Name

Email

**Desired Username**

**Password**

Re-enter Password

Password must: •Be at least 6 characters long

Your username cannot be the same as your e-mail address and must not be already in use at BHMSD. This username will be your login for the portal so please write this down.

Your password must be 6 characters long to create an account.

**Step #4: Link Your Student(s) to Your Account**

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

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

3

Student Name

Access ID

Access Password

Relationship

For Your Student's Name: Enter in the format "First Last"

Example. John Smith

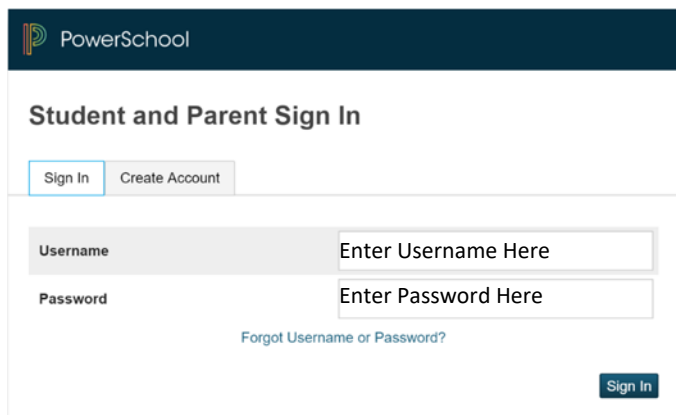
Access ID: This is provided in the enclosed letter

Access Password: This is provided in the enclosed letter

Relationship: Enter your relationship to this student

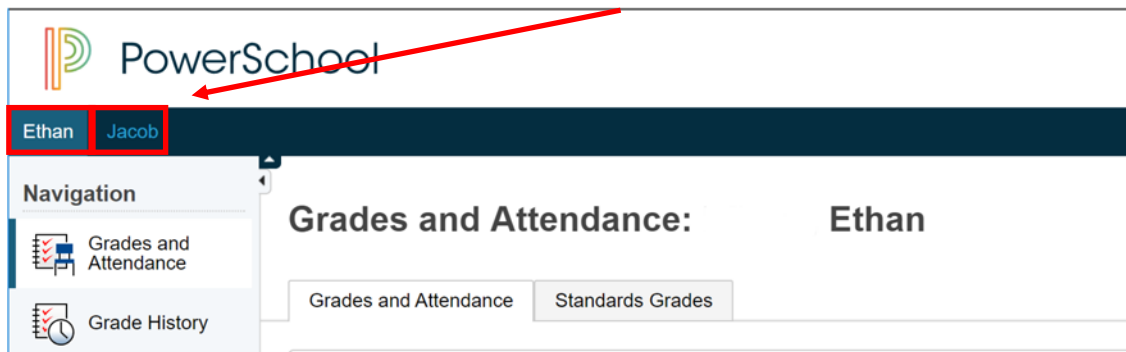
**Note:** The Access ID and Access Password are unique to each student. You will only need these codes to link them to your parent account once.

Step #5: You can now sign into the parent portal by going back to <http://ps.bhmsd.org> and login using your new username and password.



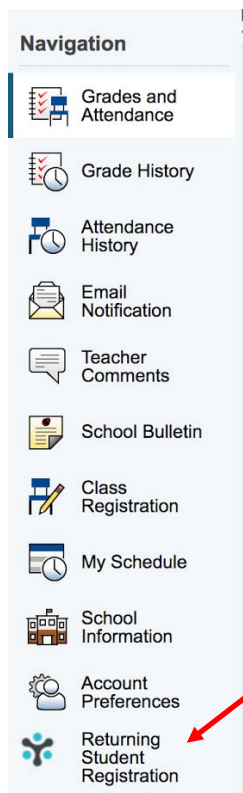
The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" (highlighted with a blue border) and "Create Account". Below these are two input fields: "Username" with the placeholder text "Enter Username Here" and "Password" with the placeholder text "Enter Password Here". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

Step #6: If you have multiple students under your account, you will see their first names listed across the blue bar here. You can switch between students by clicking on their name.



The screenshot shows the PowerSchool dashboard. At the top is the PowerSchool logo. Below it is a dark blue navigation bar with two buttons: "Ethan" and "Jacob", both highlighted with a red box. A red arrow points from the "Ethan" button to the "PowerSchool" logo. Below the navigation bar is a "Navigation" menu with icons for "Grades and Attendance" and "Grade History". To the right of the navigation menu, the text "Grades and Attendance: Ethan" is displayed. Below this text are two buttons: "Grades and Attendance" and "Standards Grades".

Step #7: Click "Returning Student Registration" to begin the online registration process through InfoSnap.



The screenshot shows the PowerSchool navigation menu. It is a vertical list of items, each with an icon and a text label. The items are: "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", "Class Registration", "My Schedule", "School Information", "Account Preferences", and "Returning Student Registration". A red box highlights the "Returning Student Registration" item, and a red arrow points from this box to the "Returning Student Registration" item in the navigation menu.

Click here to begin the registration process.

**Welcome back to BHMSD**  
**for the 2017-2018 School Year!**

If you have any questions regarding the PowerSchool Parent Portal Account or InfoSnap registration process, contact your student's school office:

Elementary—260-824-0333  
Middle—260-824-3536  
High—260-824-3724