



## PowerSchool Set-Up Information

<https://www.powerschool.com/community-support/parent-student-resource-center/>

Note: Parent Training Videos and Assistance will be available on back-to-school nights, and as we get closer to the beginning of school, we will offer help at the school for parents wanting to learn more.

### **INSTRUCTIONS FOR PARENTS**

1. Open the internet browser on your computer or device
2. Type <https://ccachargers.powerschool.com> into the address bar
3. To sign in as a parent, you must create an account. Select the Create Account Tab
4. You will be prompted to enter your first name, last name, email, password, and desired username.

Use the Access ID and Access Password below to link yourself to your student.

If you have other students who attend CCA, you will need to enter their Access IDs and passwords as well.

\*Your Access ID information, including passwords, is available on the letter CCA sent you.

5. Upon submitting this page, you will be emailed a confirmation email that will navigate you to your PowerSchool Login.

### **INSTRUCTIONS FOR STUDENTS**

1. Open the internet browser on your computer or device
2. Type <https://ccachargers.powerschool.com> into the address bar
3. For your students to access PowerSchool, have them select student sign-in and enter their [ccachargers.org](https://ccachargers.org) email. Parents and students have separate passwords. It is advisable that you keep your username and password secure and do not share them with anyone else.

### **PARENT PORTAL HIGHLIGHTS**

1. The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue
2. percentage across from a class.
3. Email the teacher a question or concern by simply clicking the blue teacher's name link.
4. Announcements can be viewed daily
5. The parent portal is an excellent tool for monitoring your child's academic success. Please log in and familiarize yourself with its capabilities.

If you have any questions regarding the use of PowerSchool please contact the school office at (317) 788-1587.