Ecole Notre Dame des Victoires
659 Pine Street
San Francisco, CA 94108

Dear Parents:

PowerSchool includes a Parent Portal where we provide access to student grades and attendance through the Internet. In order to gain access to your child's account you will need the following:

    The website location is: **sfarch.powerschool.com**

    We have also put the PowerSchool user guide and a link to the Parent Portal on
    http://www.ndvsf.org/school/parentstudent-resources/

Note: a student ID and password and parent ID and access password will be emailed to you.

Use the steps below to create your parent account. (These steps will also be included in the email you receive).

1. Open your Web browser to the PowerSchool Parent Portal
    URL at **sfarch.powerschool.com (**the Log In page appears)
2. Click the Create Account Tab. Then Create Account
    The Create Parent/Guardian Account page appears:
3. Enter your first name
4. Enter your last name
5. Enter your email address
6. Enter your desired user name. It must be unique. If the name you choose already exists, you
   will be prompted to enter a different one after you press the enter button.
7. Enter your desired password - it must be at least 6 characters long
8. Re-enter your password
9. Enter your student's first and last name
10. Enter the **Access ID** listed above
11. Enter the **Access Password** listed above
12. Enter your relationship to the student
13. If you have a Parent ID and Password for another student, you may enter this info also.
Please note that your students just log into PowerSchool with their ID and Password. If you forget your passwords you can go to the link that says, **"Have trouble signing in?"** and follow the directions. PLEASE feel free to contact me if you have any questions.

Sincerely,

Michelle Bisson
NDV PowerSchool Administrator
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