



American Samoa Department of Education

Parent Portal Request Procedures -- Quick Reference Guide

Purpose:

This document provides step-by-step procedures on how the parents can get access into the new ASDOE Parent Portal.

Goal:

Parents will use the PowerSchool Parent Portal to view your student's grades, attendance, assignments, schedules, and other school information online.

How to create your parent account

Before you begin, have the following ready:

- Your school or district's PowerSchool Parent Portal web address. <https://ps.doe.as/public>
- Your student's Access ID and Access Password, provided by the school.
- Your student's name and your relationship to the student.
- An active email address.
- A username and password that you will remember.

You will need an Access ID and Access Password for each student you want to connect to your account.

Create your account

1. Open a web browser and go to your school's PowerSchool Parent Portal website.
2. Select the Create Account tab.
3. Select Create Account.
4. Enter your first name, last name, and email address.
5. Create a username and password.
6. Under Link Students to Account, enter your student's:
 - a. First and last name.
 - b. Access ID.
 - c. Access Password.
 - d. Relationship to the student.
7. To add another student, complete the next available student section.
8. Select **Enter** or **Submit**.

The email address you provide is used for account recovery, notifications, and account-change confirmations.

Verify your email

1. Check your email for a PowerSchool verification message.
2. Open the message and select the verification link.
3. Complete verification within 24 hours.
4. Return to the Parent Portal and sign in with your new username and password.

If the verification link expires, request that a new link be sent to your email address.

After you sign in

From the Parent Portal, you may be able to:

- View grades and assignments.
- Check attendance.
- Review class schedules.
- Access report cards or progress information.
- View information for multiple students from one account.
- Update selected account or notification settings.

Important: Keep your username and password private. Do not share your *Parent Portal* login information with your student or anyone outside your household.