

**District Office**  
**121 Gravel St, Meriden, CT**  
Phone: 203-238-2334

To the Parent(s) Guardian(s) of:

Doe, Jane  
22 Liberty Dr  
Meriden, CT 06450

September 19, 2013

Dear Parent(s)/ Guardian(s):

The Meriden Public Schools is continuing its efforts to communicate with parents and guardians of students. PowerSchool, our student information system, allows secure access to parents through the Parent Portal. Parent Portal will allow parents and guardians to create a single parent account that will give them access to all their children in the district. In addition, parents can select a language preference from the login screen. If you already have an account and need to add another child, login to Parent Portal and click "Account Preferences", then click the "Students" tab. Click the "Add+" button on the right side of the screen and proceed to step 8 in the directions.

**In order to create a new account please follow the steps below :**

1. On the district website, [www.meridenk12.org](http://www.meridenk12.org), click the Parent Portal Login link under Parents.
2. Click **CREATE ACCOUNT** on the lower part of the login page.
3. Enter your first name, last name, email address and your desired username (it must be unique and cannot contain special characters such as \* & @).
4. Enter your desired password (must be at least 6 characters long). Re-enter the password.
5. Enter student first and last name.
6. Enter the Parent Access ID and Parent Access Password below:

**Access ID: sample**

**Access Password: 12345**

7. Enter your relationship (example: Mother).
8. Additional children may be entered on the next lines. Enter each student's name and **unique Parent Access ID and Parent Access Password**.
9. When all information is completed click **ENTER**.
10. If successful, you will be directed to the login screen. If you receive an error message you must correct the error(s) and re-enter the parent passwords for all students listed. Then press ENTER again.

If you have any issues accessing Parent Portal, please contact your school for assistance.

Sincerely,