

# IF YOU HAVE NEVER CREATED A POWERSCHOOL ACCOUNT

1. Email [sheila.gerding@k12.nd.us](mailto:sheila.gerding@k12.nd.us) with the name and grade of each of your students. She will email you back with the “access ID” and “access password” of each of your children.
2. Go to the following link: <https://surrey.ps.state.nd.us/public/>

Screen will look like this:

PowerSchool SIS

## Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

3. Click on “create account”

PowerSchool SIS

## 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

- Fill out the following information that will be provided to you by Mrs. Gerding.

**PowerSchool SIS**

### Create Parent Account

**Parent Account Details**

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must: \*Be at least 8 characters long \*Not be a well known password

**Link Students to Account**

Enter the Access ID and Access Password for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

2

Student Name

Access ID

Access Password

3

Student Name

Access ID

Access Password

4

Student Name

Access ID

Access Password

5

Student Name

Access ID

Access Password

6

Student Name

Access ID

Access Password

7

Student Name

Access ID

Access Password

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- Once you have entered it will ask you to go to your email and “verify account”.
- Go back to the first link in step 1, sign in with the login you have created.
- Once into powerschool, click on the name of the child you want to give permission.
- Look for menu and scroll down until you see “forms”. You will see “Permission Slip to Attend GBB District Tournament”. Click on form, fill out and submit.