1. To access FP’s parent portal use any computer with internet access: [http://power.fordhamprep.org](http://power.fordhamprep.org) or from our website ([www.fordhamprep.org](http://www.fordhamprep.org)) click on the RESOURCES button located on the top banner, then click on the POWERSCHOOL button.

   From the PowerSchool public page that appears, click the **Create Account** Button (Note: Each parent/guardian can create their own account as long as they have their son’s **Access ID** and **Access Password**).

2. **Create Parent/Guardian Account**
   Enter your First Name, Last Name, and email address. The email address must be unique.
   Enter Desired User Name (must be unique. Name is case-sensitive. Do not use @ in User Name).
   Enter Password (must have at least 6 characters. Password is case-sensitive). You will use this Desired User Name and Password to login to your account.

3. **Link Students to Account**
   Enter your son’s name along with the **Access ID** and **Access Password** provided in your letter.
   Select a relationship for your son. **Note:** If you have an additional son at FP he can be added at this time. Use the Access ID and Access Password provided in the separate letter you received.
   Click Enter button.

4. **Future access to your account is granted through the login dialog box with the User Name and Password you supplied.**