

## How to Log into PowerTeacher Web Access

PowerSchool allows teachers to take attendance and view student information from any computer with Internet access. To access PowerSchool Teacher, you must enter the correct website address into the Address Bar of your Internet Browser. Use the chart below...

172.16.4.200	172.16.4.202	172.16.4.204	172.16.4.206
Fresno	Bullard	Baird	Ahwahnee
McLane	Duncan	Bullard Tal.	Carver
Roosevelt	Edison	Computech	Cooper
Sunnyside	Hoover	Ft. Miller	Kings Can.
Design Science		Hamilton	Scan
		Lawless	Sequoia
		Tehipite	Tioga
		Tenaya	Yosemite
		Terronez	
		Wawona	



Type address here. Add **/teachers** after the numbers

Press Enter or click Go after typing the address in. The PowerSchool login page will appear...

### 1. Type in your username and password, and click Enter

Your username is your first initial, middle initial, and the first five letters of last name. The username for: John Oliver Anderson: would be **joander**

Your password is the last four digits of your SSN and the last two digits of your birth year. If your SSN was 123-45-6789 and your birth year was 1957, than your password would be **678957**

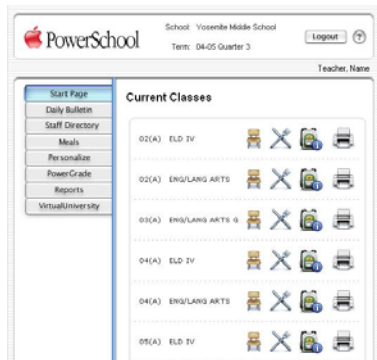


Username:

Password:

Click Enter |

### 2. The Start Screen



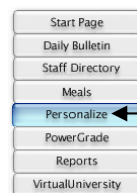
This is the start screen, which appears after logging in. It shows a teacher schedule with icons for different functions. At any time, to get back to this screen, click the PowerSchool icon. It is available on every screen.



Click on this icon to return to the Start Page

### 3. Change your Password

For security reasons, it is highly recommended that you change your password the first time you log in to PowerTeacher Web.



Click Personalize

Click Change Password

Function	Description
Change Password	Change current password to a new one.
Default Student Screen	Sets the initial student screen.

**Change Password**

Old Password

New Password

Verify New Password

Enter old password

Enter new password. Choose one that is easy to remember, but not easy for someone to guess.

Re-enter new password

Click Submit

#### 4. Taking and Submitting Attendance

**Teachers are required to take attendance each and every day that students are in school.**

Click the Attendance Icon (chair)

Select the code to use

Click in appropriate students cells. The code will appear.

If necessary, select another code and click in appropriate students' cells

If all students are present, simply click Submit.

Click Submit

Repeat this process if attendance needs to be changed or re-entered. Remember to click Submit.

#### 5. Adding a Bookmark/Favorite

To add this site to your "Favorites," click on **Favorites>Add to Favorites...** from the Menu Bar and Click OK.

Click OK

The next time you need to access your grade book, start Internet Explorer and click on the "Power School – Teachers" link in the Favorites Menu rather than typing in the address every time.

#### 6. Log off

Click the "log off" button in the top-right of any screen. For security reasons, it is **important** to do this whenever you leave your desk. PowerSchool will automatically log you off if there is no activity for 30 minutes. If you click after 30 minutes you will be sent to the initial login screen. Simply re-login to continue.



For security reasons, you are strongly encouraged to change your password from the original one. Always keep your password secure and private.

**Access to Student information is governed by State and Federal Laws. Specifically, the Family Educational Rights and Privacy Act (FERPA) offers guidelines on access to student information. As a credentialed employee of FUSD you have been entrusted with information that is protected by law. More information is available at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> Make sure to not leave information (paper or electronic) open and available when you are not able to supervise its access. Be sure and logout or lock your computer.**