

***If you are creating a new Parent Portal account for your student(s), follow these directions:***

1. Go to the Parent Portal at <http://powerschool.rvcschools.org/public>. You may also choose to use the PowerSchool app. Our district code is DSKR.
2. Select the **Create Account** tab and click on **Create Account**.
3. Enter the information requested, including your (parent) first and last name, email address and your desired username and password. Please keep in mind that once you set up the username and password, it will be used to log into the Parent Portal in the future.
4. To link students to your account, enter the student's name, the Access ID and Access Password provided to you and your relationship to the student. You can add up to five children using their own unique Access ID and Access Password.
5. When you enter the information for the last student, scroll to the bottom and hit **ENTER**.
6. You will now be able to access your child's information by selecting the **Sign In** tab and entering the username and password you've created.

***If you've already created a Parent Portal account for your student(s) and need to add additional children, follow these directions:***

1. Log into the existing PowerSchool account that you've created.
2. In the navigation pane on the left side of your browser, click on **account preferences**.
3. Once you're in account preferences, choose the **Student** tab at the top and then click the **add** button on the right.
4. Enter your student's name, the Access ID and Access Password provided to you and your relationship to the student. Once you've entered all of the information, hit **submit**.
5. Once you've completed these steps for your student, their name should appear along the top of the screen with your other children.

***To view your student(s) report card, follow these instructions:***

1. Log into your Parent Portal account, your child's name/children's names should be listed on the top left.
2. Click on Student Portfolio (you will most likely need to enter your user name and password again).
3. Click on Student Portfolio again.
4. Click on Report Card.
5. Click on the school you want to view.