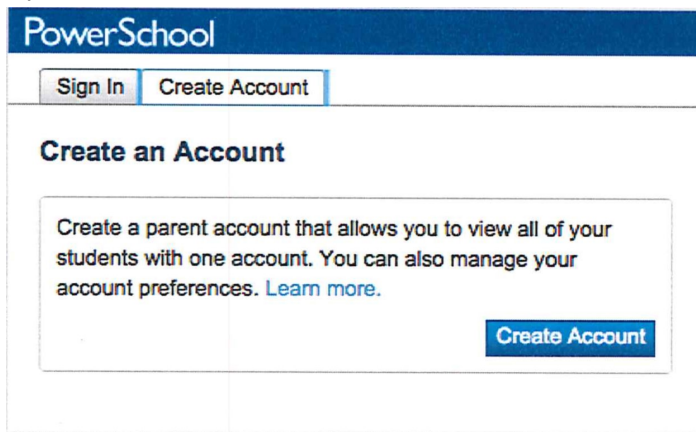# Hudsonville Public Schools - Parent Account Creation Guide
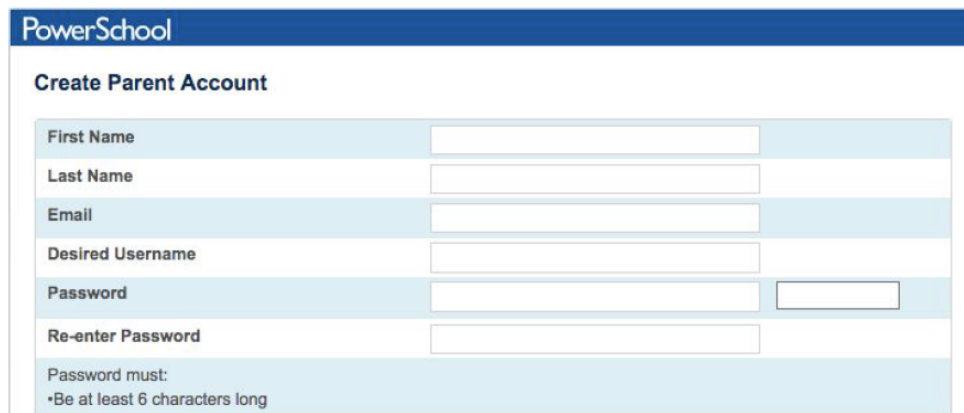
1) Access our districts website at hudsonvillepublicschools.org

2) Click on the Quick Link labeled "PowerSchool".

3) Click on "Parent" from the listed options.

4) Click on "Create Account".

5) Enter the following information
- First and last name for the account (not the student's name).
- Preferred email address. This MUST be a valid email account. If Parent/Guardians share the same e-mail address, only one PowerSchool parent account should be set up.
- Username (no apostrophes).
- Password (at least six characters with no apostrophes).

6) Scroll down the page and populate the "Link to Students Accounts" section.

Parents are able to have multiple students associated to their one account. For all students needing to be associated with this account:

- Enter the Name of each student.
- Enter the Access ID and Access Password for each student.
- Select the relationship you are to each student.

7) Once all Access IDs and Passwords have been entered, click "Enter" at the bottom of the page.

The account should now be active and able to view information for all students associated with the account.