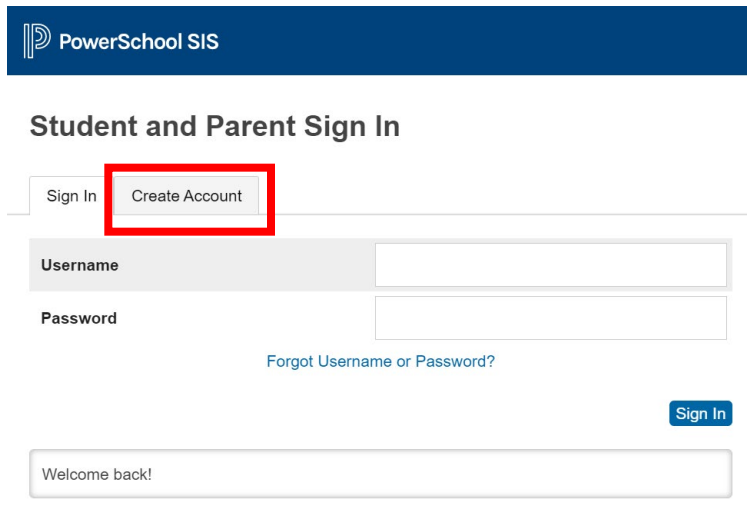# PowerSchool Login Information for Parents new to DPCHS

The DePaul Catholic PowerSchool Parent & Student Portal gives parents and students access to real-time information including attendance, grades, assignment details, personal messages from teachers, and school-wide notifications. Parents can also elect to receive automatic progress reports on all of their child's classes on a daily, weekly, or monthly basis.

The URL for DePaul Catholic's PowerSchool Parent/Student Portal is http://dpchs.powerschool.com. This link is also accessible under the Quick Links drop-down menu on the top of the home page of the http://www.depaulcatholic.org website.

Students: To log in to PowerSchool from the portal, please enter the username of your email address (before the @depaulcatholic.org and your email password).

New Parent Account (parents adding an additional student to an existing account can skip this section**):** Whereas student accounts are automatically created, parents will need to create an account.

Click the Create Account tab from the home page of the portal.

Fill in the top page of the form with the requested information: Your first name, Last name, email address, desired username, and password.

Should your username already be in use, a list of possible alternatives will be provided.

Please record your username and password. Your passwords are not recorded by DePaul Catholic and cannot be retrieved by anyone here.

In the second portion of the form, enter the student's name, access ID, and access password EXACTLY as it appears here (is it case-sensitive):

Student name:

Access ID:

Access Password:

From the drop-down, select your relationship to the student. If you have more than one new student entering DePaul Catholic THIS YEAR, you may enter each student's data in the subsequent form sections. This will automatically link all the student accounts under one parent user account

Once you successfully log in, you will see the page on the back of this notice.

Going down the left side, in order:

The **student(s) name(s)**. If you have more than one student, you can click on each name to see the individual student progress.

The **SwiftReach** information – this is critically important – an explanation follows this section.

The **Grades and Attendance** page is the page you see here. To return to this page, click the boxed-in button.

The **school bulletin**. Public information available only to the DePaul Community is posted here – it is our private bulletin board, unlike the public event calendar found on the website.
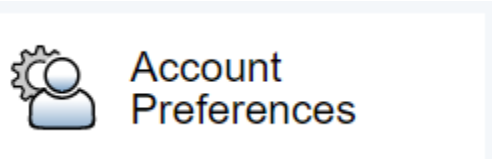
If you click on the **teacher's name**, your email client (if you have one) will open with an email addressed to that teacher.

Clicking on a **grade**, will show you all the assignments upon which that grade is based. Teacher comments are also visible for each assignment if the teacher has entered comments.

SwiftReach

Please click the SwiftReach button. You will be taken to a page with the header above. You are now on the Home screen where the last announcement may be found. Click the Contact information button and make all necessary updates. This is CRITICALLY important for you to receive important communications from DePaul Catholic, including emergency bulletins. By clicking the Alert Preferences button, you can manage how you receive the alerts.

Updating Information

Parents who need to update information – including adding another student to the account should click the Account Preferences button.

Email address, passwords, and usernames may be updated from the first screen. To add a student, click the students tab. Enter the new student information and click the ADD button.

Anyone with questions should feel free to email our Technology Coordinator at parlers@dpchs.org.