



475 Round Hill Rd, Roslyn Heights, NY 11577 516-801-5100 Fax 516-801-5108 www.roslynschools.org

February 9, 2018

Dear Parent/Guardian,

In an effort to further improve the confidentiality of student records, students should only use their Roslyn user name and password for access to the PowerSchool Portal. If students use a parent's username and password, they have access not only to their record, but to that of all other children in the family. Students will be receiving an instructional email telling them to only use their existing Roslyn user name and password so they can view only their own record.

All data in the system will remain unchanged, and parents and students do not need to take any steps for this change to go into effect. However, if you have previously shared your login information with your children, **we recommend that you change your password** in order to ensure that each child can only see his/her own record from this point forward. Students can log in using their Roslyn network username and password.

(In "Account Preferences", as shown below, click on the pencil icon next to your password to change it.)

PowerSchool

Account Preferences - Profile

Profile Students

Navigation

- Grades and Attendance
- Grade History
- Student Portfolio
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- School Information
- Account Preferences

If you want to change the name, e-mail address, username or password associated with your Parent account changes to your username, or password.

First Name: John

Last Name: Doe

Email: jdoe@gmail.com

Select Language: Select a Language

Username: jdoe

Current Password: *****

We encourage students and parents to download the PowerSchool app from the Apple or Google app store. (You will need the District Code – **LCBQ** – to access your account in the app.) You will find the app a fast and convenient way to use the Parent Portal. To ensure privacy, *students should not share passwords or any personal information in their school record with anyone.*

Please be aware that we are also communicating this information directly to students.

If you have any questions or problems downloading the app or setting up your account, call the main office at 801-5100.

District PowerSchool Code: LCBQ