PARENTS/GUARDIANS OF RETURNING STUDENTS: How to Create a Login
(You must use a Web Browser: i.e. Fire Fox, Chrome, Safari, etc.)

Step 1: Open your Web browser to https://mymusd.powerschool.com/public

Step 2: On the Sign in Screen, choose the “Create Account” tab, and click “Create Account” at the bottom of the Create an Account window.

Step 3: Complete Required * Information

Parent Account Details:
*First Name: Parent/Guardian First Name;
*Last Name: Parent/Guardian Last Name;
*Email: Parent/Guardian Email to receive notifications, username & password reset info
*Desired Username: a username for yourself
*Password: a password for yourself
*Re-enter password (min 8 characters with 1 uppercase, lowercase, number, special character)

Go to Link Students to Account

Enter the following required information:

- *Student Name Student First Name, Last Name
- *Access ID *Access Password
- *Relationship: Choose one (Mother, Father, etc.)
- Click Enter Repeat if you have more than one student (each student has a PowerSchool Parent Portal Setup) letter)
Step 1: Open your Web browser to [https://mymusd.powerschool.com/public](https://mymusd.powerschool.com/public)

Step 2: Enter your User Name to Login (see How to Create a Login above)

Step 3: Enter your Password (see How to Create a Login above)

Step 4: Click Sign In

Step 5: Scroll to the bottom of the left side navigation menu and note your **District Code**

(**This is the District Code that you will need to setup a mobile app**)
LOST OR FORGOTTEN USERNAME AND/OR PASSWORD

Step 1: Open your Web browser to https://mymusd.powerschool.com/public

Step 2: Click the Forgot Username or Password?

Click on “Forgot Password?” Tab
Or
Click on “Forgot User Name?” Tab

Step 1 for Forgot Password ONLY: Enter your user name then click Enter

Step 1 for Forgot User Name: Enter your email address then click Enter

A confirmation message appears and an email is sent with your user name or instructions for resetting your password
MOBILE APP SETUP Note that you must first create your account via a web browser (see above)

1. Search the app store for PowerSchool Mobile
2. Download the app
3. Open the app

Step 1: Enter the **District Code** you recorded from the web version of the PowerSchool Parent Portal

1. Alternatively, Search by District Name and/or School Name:

Step 3: Using an Android App
   a. Open the PowerSchool Mobile app
   b. On the Sign In screen tap **Help** or the question mark in the upper right corner
   c. On the District Code Help screen, tap **Search for Your District**

Step 4: Enter the full district name or school name in the field(s) provided, and then tap **Search**

Step 5: On the Search Results screen, tap the correct district name

Step 6: On the District Details screen, tap **Connect to this PowerSchool** Using the iOS App
   d. Open the PowerSchool Mobile app
   e. On the “Sign In”, screen tap “Where’s My District Code?”
   f. Select **Search by School or District** then enter your school or district name in the search field

Step 7: Select the district when it appears on the screen

Step 8: Login using your Username and Password (see How to Create a Login above)

**STUDENT'S LOGIN INFORMATION** (Student First Name, Last Name User) ID: (######) Password: (example)
RETURNING STUDENT ANNUAL INFORMATION VERIFICATION

Step 1: Open your Web browser to https://mymusd.powerschool.com/public

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Step 2: Enter your Username and Password then click on Sign In (see How to Create a Login above)

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Step 3: Under the Navigation Section find and click on Returning Student Registration
**Step 4**: System will prompt for Students Birthday. Type in date of birth using the MM/DD/YYYY format, then click continue.

**Step 5**: Follow the forms on the right-hand side and update information as necessary.

**Form can be completed in Spanish by clicking on the top globe and clicking “Español”**