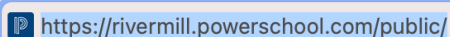


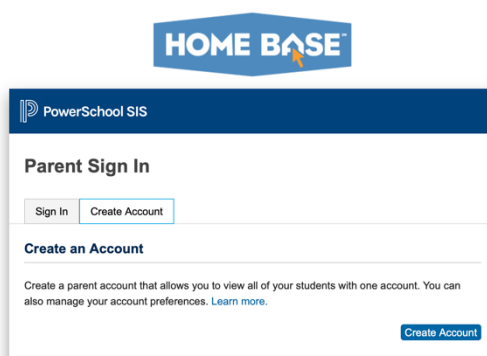
Creating an Account for the Parent Portal

Accessing the Parent Portal

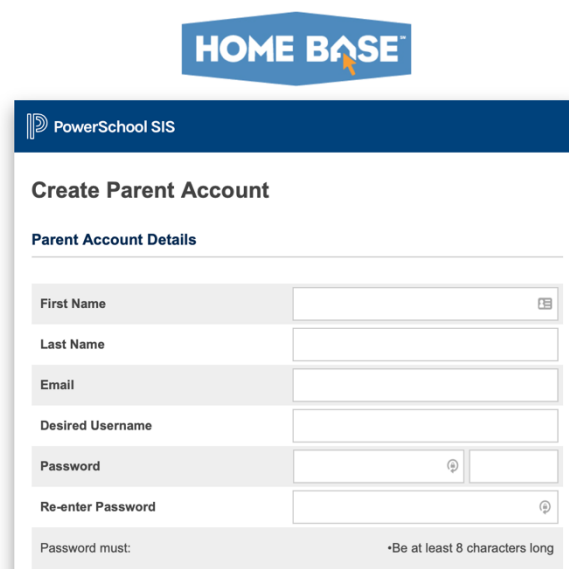
1. Type the following web address in the URL address bar at the top of the browser:
<https://rivermill.powerschool.com/public>



2. Once on the Parent Sign In page for PowerSchool, click on the **Create Account** tab to the right of the Sign In tab. Then click the **Create Account** button at the bottom.



3. Enter all of your personal information including **First Name**, **Last Name** and **Email Address**.
4. Enter the desired **Username** you would like to use to log in to the Parent Portal. Create a Password that is at least 8 characters long. The status bar on the right will show how secure your password is.
5. Re-enter your password.



Power School Parent Portal

**River Mill
Academy**

6. Under the *Link Students to Account* section enter your **child's name** exactly as shown on the Parent Portal Access Letter provided by River Mill Academy in the first Student Name box.
7. Enter the **Access ID** and **Access Password** that are also found on the Parent Portal Access Letter.
8. Choose your **relationship** to the child from the first dropdown box under relationship.
9. If you have more than one child, you will enter information for each of them on this screen with the Student Name and appropriate Access ID and Password for each child. (These will be different for each child and will be provided by River Mill Academy.)
10. After clicking **Enter**, you will be taken to the Parent Sign In screen.
11. Enter your newly created **Username**.
12. Enter your newly created **Password**.
13. Click **Sign In** to log in to the Parent Portal.
14. If you have trouble signing into your newly created account, click on the **Forgot Username or Password?** Link below the password box.
15. An e-mail will be sent to the email address you provided with instructions on resetting your password. You may also contact the school office at (336) 229-0909 to request a password reset.
16. Once you are signed into the Parent Portal, your child's attendance and grade information will be displayed.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

HOME BASE

PowerSchool SIS

Parent Sign In

Sign In | Create Account

Select Language

Username

Password

[Forgot Username or Password?](#)

Sign In

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

Student Sign In

HOME BASE

PowerSchool SIS

Recover Account Sign In Information

Forgot Password? | Forgot Username?

Parents, to recover your password, provide the information below. Students need to contact the school directly.

Parent Username

Parent Email Address

Enter

If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.