

## How to Login to PowerSchool v. 20.4.2 after the Being Given Restored Access

**Note:** You will only use these instructions the first time entering PowerSchool after being given restored access. If you forget your password, you must submit a SchoolDude ticket requesting the password be reset.



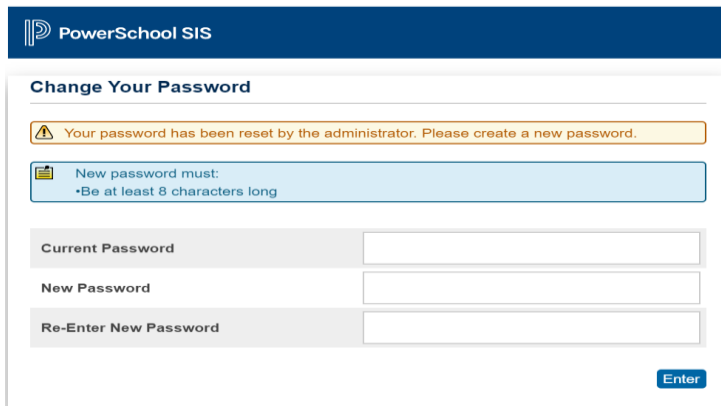
**Preferred browser:**

Use this link below to access PowerSchool <https://richland1sc.powerschool.com/public/>



The image shows the PowerSchool SIS Administrator Sign In page. At the top is a blue header with the PowerSchool SIS logo. Below the header is the title "Administrator Sign In". There are three input fields: "Select Language" with a dropdown menu set to "English", "Username" with a text box containing a vertical bar, and "Password" with a text box. A blue "Sign In" button is located to the right of the password field. Below the sign-in fields is a purple notification box that reads "PowerSchool will be unavailable June 23 - July 20, 2020." At the bottom left, there is a timestamp "07/19/2020 07:38 PM 20.4.2".

1. Enter your username and password.
2. You will be prompted to create a new password with the following criteria



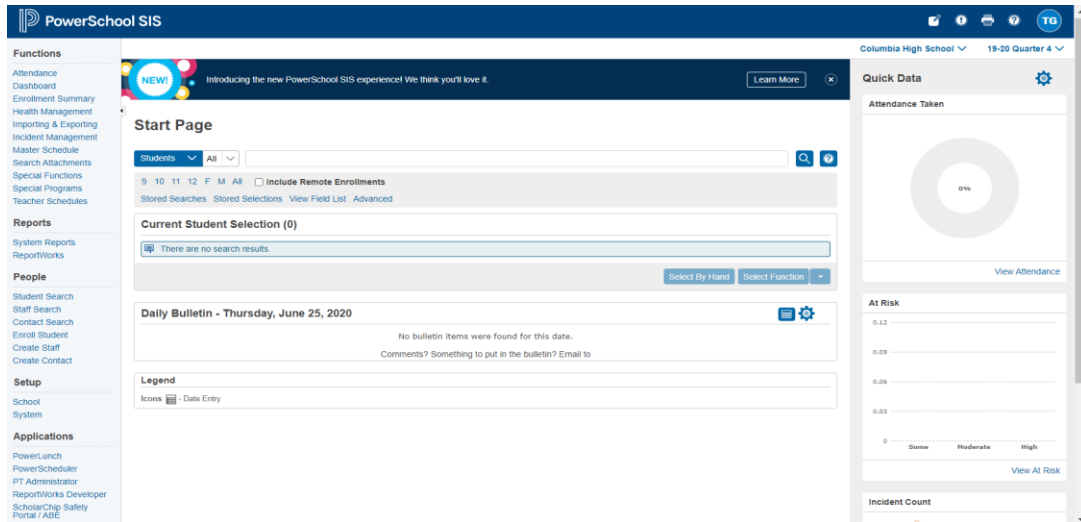
The image shows the PowerSchool SIS Change Your Password page. At the top is a blue header with the PowerSchool SIS logo. Below the header is the title "Change Your Password". There is a yellow warning box that reads "Your password has been reset by the administrator. Please create a new password." Below the warning box is a blue box with the text "New password must: •Be at least 8 characters long". There are three input fields: "Current Password", "New Password", and "Re-Enter New Password". A blue "Enter" button is located to the right of the "Re-Enter New Password" field.

- a. Be 8 characters long.
- b. Must not be your username, current password, Richland 1, Password, 12345678 or 00000000.
- c. Please remember your new password down for future use.

Click enter.

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## You will enter PowerSchool 20.4.1 Dashboard



3. When you are finished in the system, click your initials in the top right corner of the screen to logoff.

