

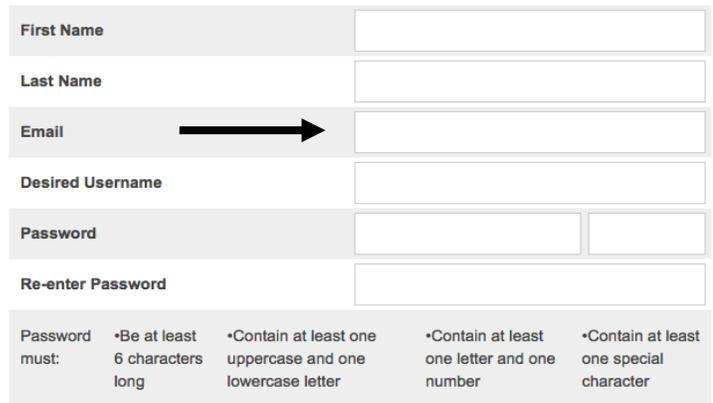
1. On your computer of choice (Laptop, Tablet, Phone) go to gpsk12.powerschool.com
2. Click the **Create Account** tab under the **Student and Parent Sign In** title.

Student and Parent Sign In



3. Once you click on the **Create Account** button you can begin inputting your account information. **Make sure you use the same email address that is on file with your school.**

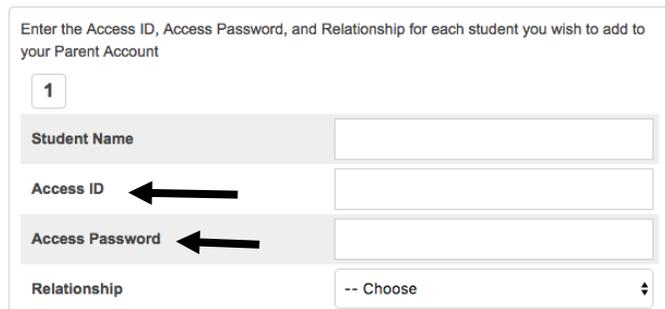
Parent Account Details



Password must:	•Be at least 6 characters long	•Contain at least one uppercase and one lowercase letter	•Contain at least one letter and one number	•Contain at least one special character
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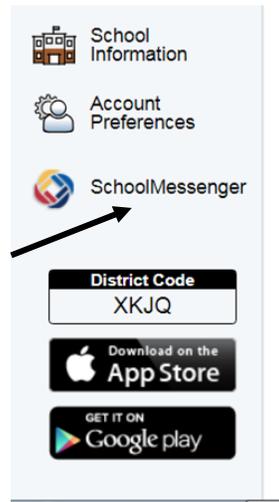
4. On the same page, you can link any students you have in any of the GPS schools. You should have a paper for each of your students with their **Access ID and Access Password**. Enter that information under the **Link Students to Account** title.

Link Students to Account



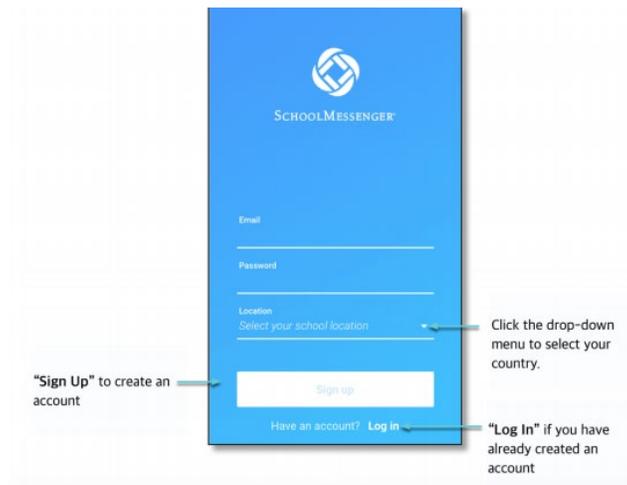
Student Name	Access ID	Access Password	Relationship
			-- Choose

- Once in PowerSchool you should see a **School Messenger** button on the left side of the screen. Please click this School Messenger button to access School Messenger. This will connect you with your students' teacher or teachers.

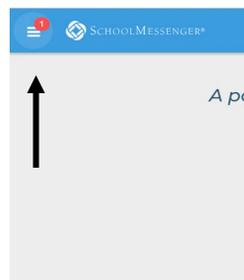


- To access School Messenger in the future you can go through PowerSchool or download the School Messenger (Blue) app for your phone (iPhone or Android).

Using the cellphone app you can set up an account using the **same email as PowerSchool** and your accounts will be linked together. You will have to verify through your email before using the app.



- You can use the button in the upper left corner to see your messages from teachers or administration. This is also where you can go to respond to or create your own message.



All done! You are now set to begin using School Messenger. For any further questions or technical assistance please contact your School's main office.