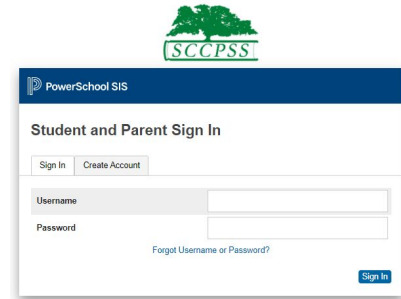


## How to Access the ItsLearning Parent Portal

1. First, do you have a PowerSchool Parent Portal account?  
**If yes, please proceed to your email account on file and go to page 3 for further instructions.**

**If no, please register** for a PowerSchool Parent Portal here:  
<https://spwww.sccpss.com/dad/sis/Pages/Parent-Access.aspx>

If you are requesting PowerSchool Parent Portal access, **please allow 5-7 business days** from requesting access to checking your email for the It'sLearning Parent Portal login information.



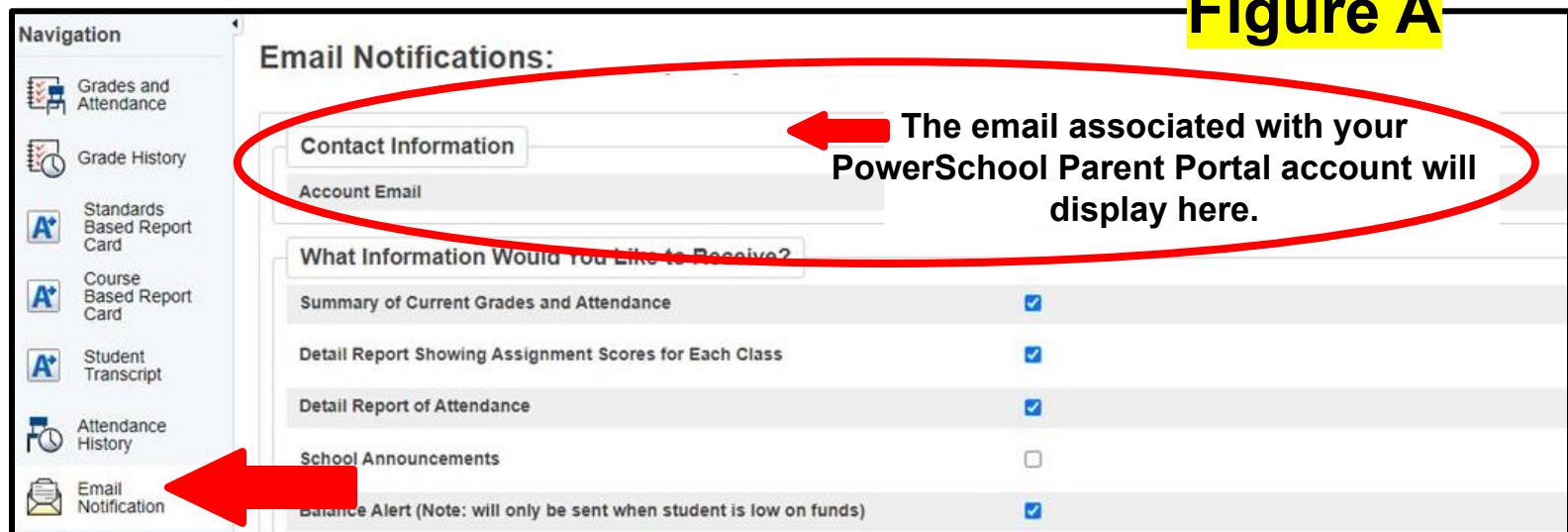
**If you are unsure of what email address you have listed under your PowerSchool Parent Portal, see below for where that is located on the website and app.**

### On the web: **Figure A**

- ❑ Access the parent portal via the web:  
<https://sccpss.powerschool.com/public/home.html>
- ❑ Use the menu on the left hand side of the screen, select **“Email Notification.”**
- ❑ The email associated with your parent access account will be located next to Account Email.

**Note:** The email address cannot be changed here. You would need to contact the school to have the email address changed.

**Figure A**



| What Information Would You Like to Receive?                          |                                     |
|--|-------------------------------------|
| Summary of Current Grades and Attendance                             | <input checked="" type="checkbox"/> |
| Detail Report Showing Assignment Scores for Each Class               | <input checked="" type="checkbox"/> |
| Detail Report of Attendance  | <input checked="" type="checkbox"/> |
| School Announcements   | <input type="checkbox"/>            |
| Balance Alert (Note: will only be sent when student is low on funds) | <input checked="" type="checkbox"/> |

Click Here

## How to Access the ItsLearning Parent Portal

If you are unsure of what email address you have listed under your PowerSchool Parent Portal, see below for where that is located on the PowerSchool Parent Portal App.

### On the App: Figure B

- ❑ Access the parent portal via the App
- ❑ On the bottom menu, select the **“More”** option, then select account.
- ❑ The email associated with your parent access account will be located next to **“Account Email.”**

**Note:** The email address cannot be changed here. You would need to contact the school to have the email address changed.



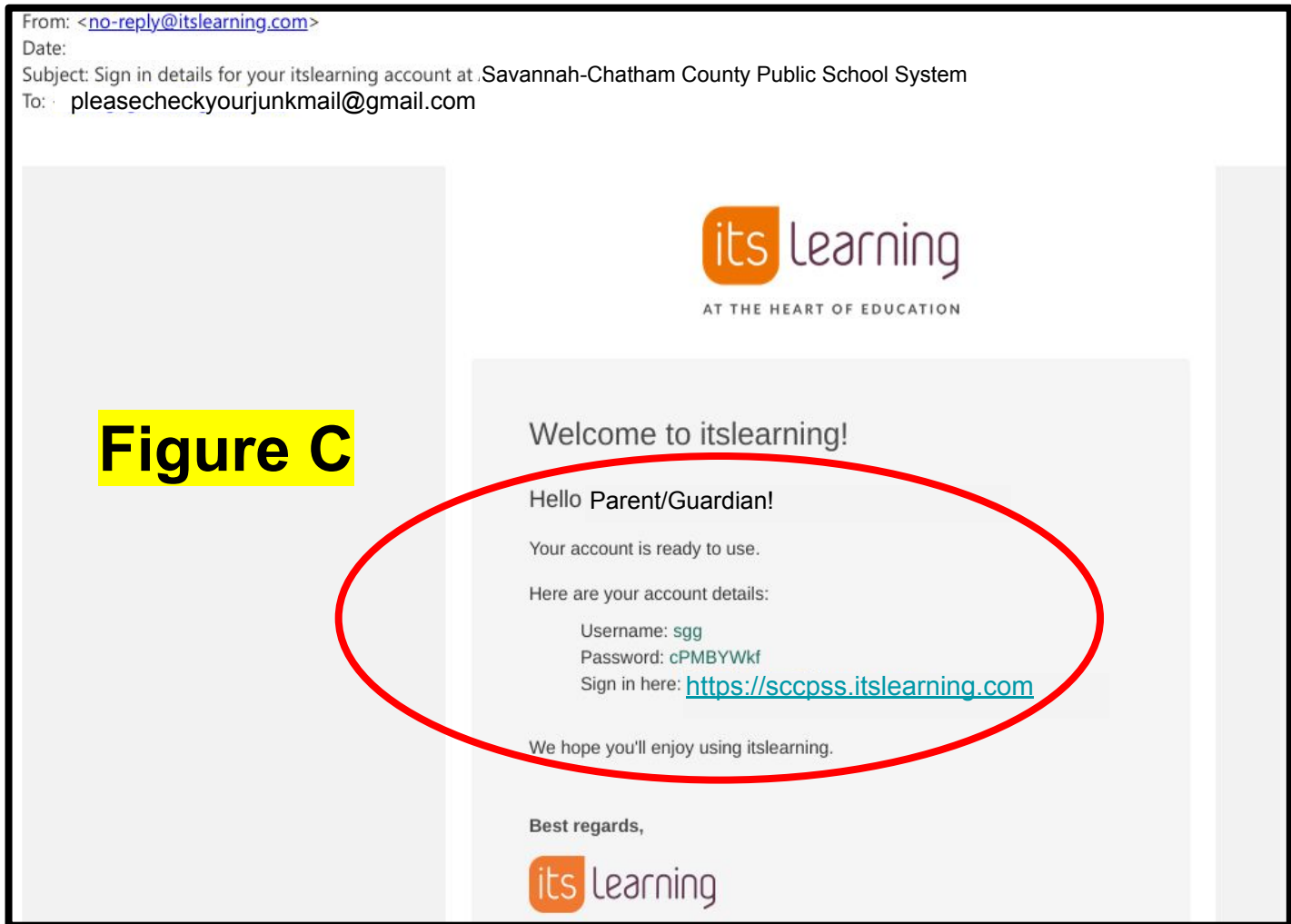
**Figure B**

2. Once you selected **“account”**, the email associated with your PowerSchool Parent Portal account will display here.

1. Click on the horizontal three dots to select **“More”** option, then select **“account.”**

## How to Access the ItsLearning Parent Portal

1. Parent/Guardians will receive an email sent to the email on file in PowerSchool.  
(**Figure C** is an example email with the It'sLearning Parent Portal Information)



2. If the email is not in the parent/guardian inbox, go back and verify the email on file in Powerschool. (\*Use pages 1-2 to verify your email on your PowerSchool Parent Portal.)

If the email is correct, check the junk/spam folder for the email from:  
"no-reply@itslearning.com"

Another option is to use the **search feature** located at the top for most email providers.  
**Type in the search box "itslearning" to locate the email.**

(**Figure D** is an example the email search option)

**Figure D**



### How to Access ItsLearning Parent Portal

3. After reviewing the information in the email (username and password), the ItsLearning Parent Portal can be located through the district’s public website,(www.sccpss.com), under the “Family & Students” section. <https://spwww.sccpss.com/Pages/Family-&Student.aspx> (Figure E displays where the family & student section is located on the district site.)

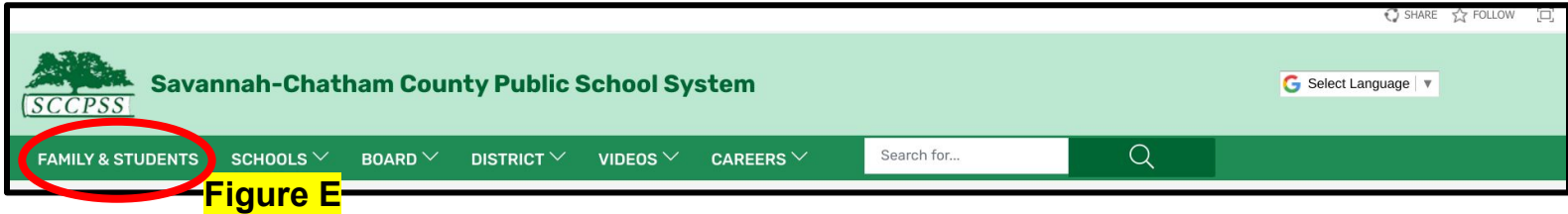


Figure E

4. Under the “Family & Students” tab, there is a section for **student/parent tools**. **Select** the **itslearning** link to be directed to the sign on page.

(Figure F displays the student/parent tools section on the Family & Student tab of the SCCPSS District site. Select the itsLearning hyperlink)

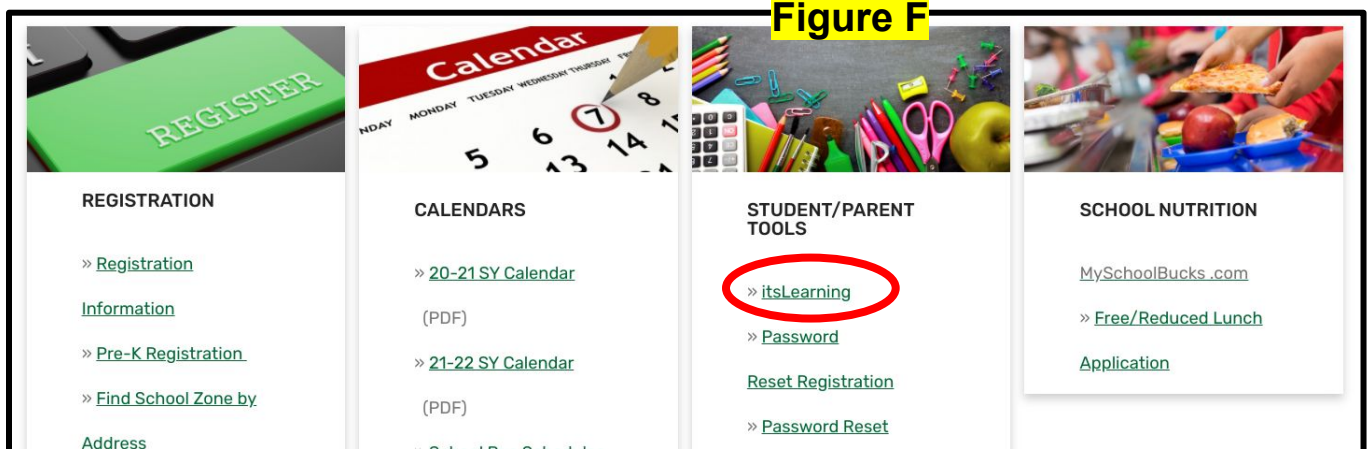


Figure F

(Figure G is the screen that will appear once the itsLearning hyperlink is selected. Click on the “Login for Students/Parents” button to access the login screen.)



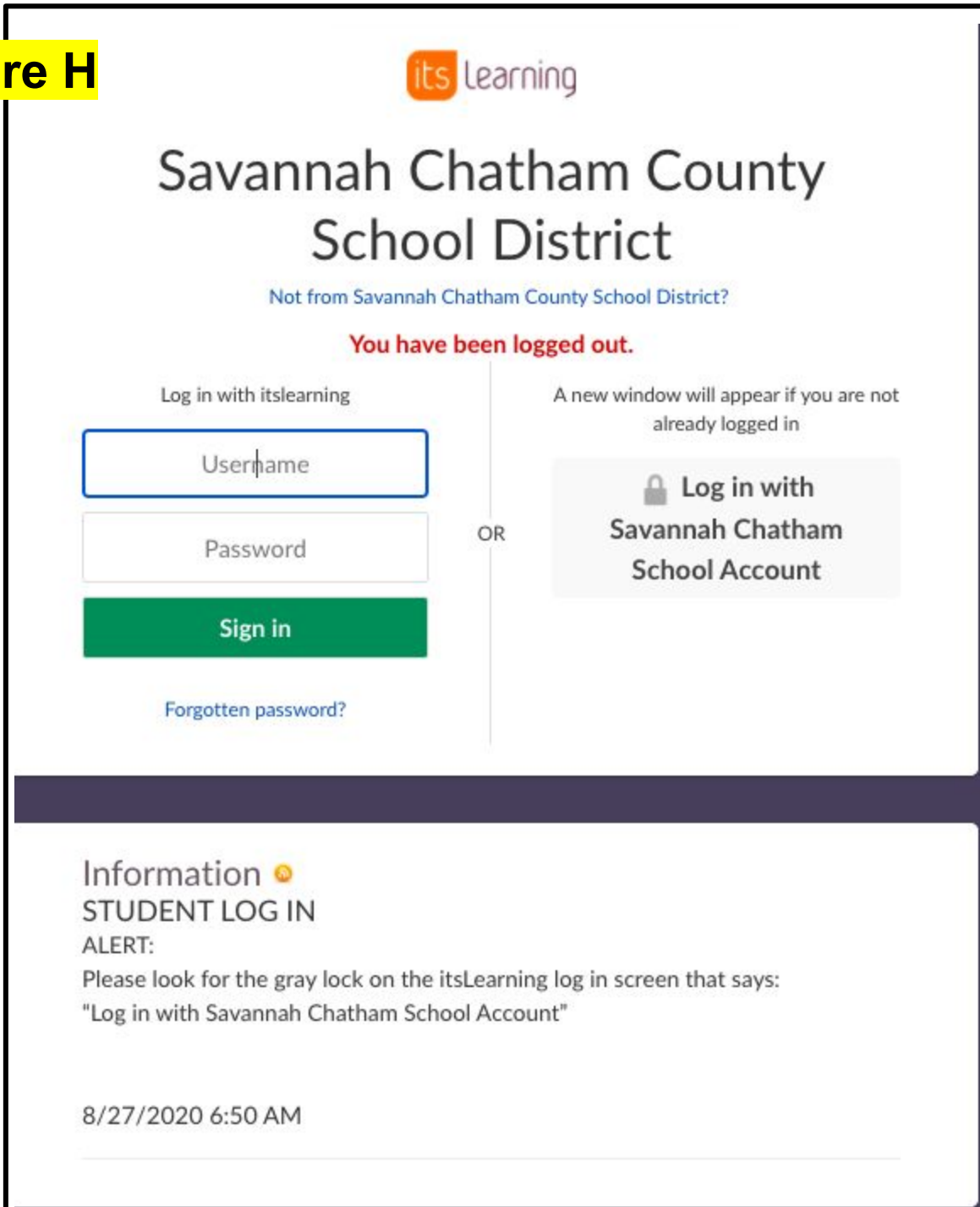
Figure G

**\*How to Access ItsLearning Parent Portal**

5. Below is the screen that will appear. Please copy and paste your username and password directly from the email received from ItsLearning.

(**Figure H** is the screen where username and password should be entered to log in. Please copy and paste from the email from ItsLearning)

**Figure H**



\* NOTE: PowerSchool is still the official gradebook of record and will house the official grades from all instructional activities, both those completed inside and outside of the LMS.





## How to Access ItsLearning Parent Portal

6. After you successfully log in, you will be prompted to change your password. It is **SCCPSS' recommendation that you select the same password** for the It'sLearning Parent Portal that you use already for the PowerSchool Parent Portal.

(**Figure 1** is the screen that will display prompting you to change your password.  
\*Please use the same password you are already using for the Powerschool Parent Portal.)

**Figure 1**

Change password

Old password

Enter new password

Re-enter new password

Save Cancel

**After using this guide, if you continue to experience inability to successfully log in to It'sLearning Parent Portal, please contact the school and ask to speak to the Parent Access Coordinator.**

