

Setting up your MTCHS Parent PowerSchool Account

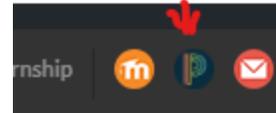
If multiple parents wish to receive email in regards to their student, they must each have their own username and password. Please share this information with any other parents or guardians who have access to the student's information.

If you already have a MTCHS PowerSchool Login for a currently enrolled student at MTCHS, please use the instructions located at

<https://mtchs.moonami.com/mod/resource/view.php?id=40163>.

MTCHS uses a different PowerSchool system than West Ada (formerly Joint School District #2). MTCHS PowerSchool requires that parents have their own username and password. Parents with multiple students at MTCHS may have one login for all students attending MTCHS. If you do not already have a login please proceed as described. If you have questions anytime during the process please contact Mora Clafin at 208-288-2928 or mora.clafin@mtchs.org.

1. Click on the PowerSchool link in the email you received OR Navigate to www.mtchs.org and click



on the PowerSchool Icon in the upper right corner of the page.

2. When the PowerSchool login page appears, click the “**Create Account**” tab, then the Create Account Button
3. On the following page, please create your desired username and password followed by entering the **Name (First Last)**, **Access ID**, **Access Password**, and **Relationship** for each student enrolled at MTCHS. The student's Access ID and Access Password are listed in the email you received. If you did not receive an email with this information please contact Mora Clafin at 208-288-2928 or mora.clafin@mtchs.org. If you have multiple students at MTCHS, you will receive multiple emails with Access Information.
4. You will then receive an email to verify your new PowerSchool Account. Click on the link to verify your new account.
5. After you verify your account you will be able to login using your username and password.
6. The Parent Portal Default Screen will appear. For each student connected to your account you will see his or her name in the top left hand corner. The blue colored name is the active name. You will need to complete the steps below for each student enrolled at MTCHS. If you have a student that needs to be added to this list, please follow the instructions at <https://mtchs.moonami.com/mod/resource/view.php?id=40163>.



7. Click the Email Notification Button
8. Fill in the Email Notification Screen. You may change “Weekly” to “Daily” if you wish. You may also check the “Apply these settings to all your students?” if you wish. The “Send now” button will not work because school is not yet in session.

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 type="checkbox"/> |
| School Announcements | <input type="checkbox"/> |
| Balance Alert (Note: will only be sent when student is low on funds) | <input type="checkbox"/> |

Additional Notification Emails

Email Address(es)

(Separate multiple email addresses with commas)

Frequency

- | | |
|--|----------------------------|
| How Often? | Never <input type="text"/> |
| Apply These Settings to All Your Students? | <input type="checkbox"/> |
| Send Now For [REDACTED] | <input type="checkbox"/> |

9. Now, please complete all the important forms for the beginning of the year. Click on the Forms button on the left side menu. It is very important that all of these are completed so you receive all communication regarding your student.



Forms

Thank you.