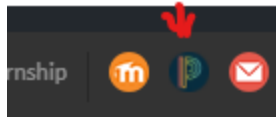


Setting up your MTCHS Parent PowerSchool Account

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 should have access to the student's information and/or wishes to receive information regarding their student.

These directions only apply if you already have an MTCHS PowerSchool Account. If you do not 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=40162>.

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



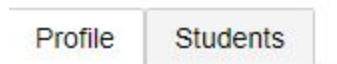
upper right corner of the page.

1. When the PowerSchool login page appears, click the “**Create Account**” tab, then the Create Account Button
2. Login to PowerSchool as normal. If you forgot your username or password, use the forgot username or password links.

3. Click on Account Preferences on the left side of the screen.



4. Click the Students Tab

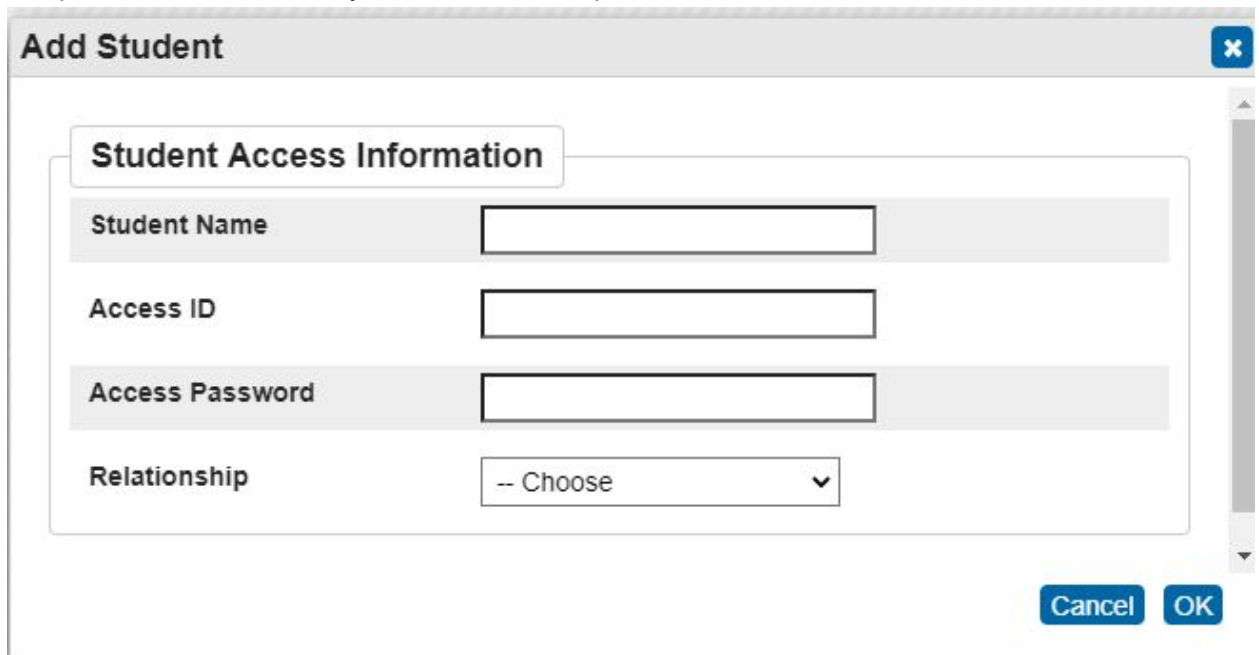


5. Click the Add Button



6. On the popup, complete 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 Claflin at 208-288-2928 or mora.claflin@mtchs.org. If you have

multiple students at MTCHS, you will receive multiple emails with Access Information.



Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship

Cancel OK

7. 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 contact secretary@mtchs.org for instructions.



Email
Notification

8. Click the Email Notification Button
9. 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?

Apply These Settings to All Your Students?
☐

Send Now For ██████████
☐

10. 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.



Thank you.