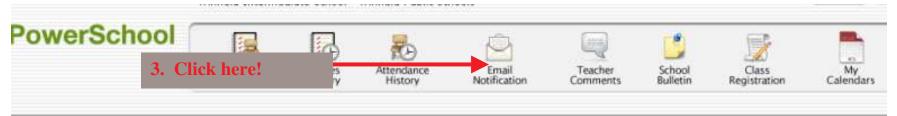
Setting up PowerSchool to Get Student Grades Automatically Emailed

- 1. Go to https://ps.usd465.com/public/home.html
- 2. Log in using the provided user name and password
- 3. Across the top of the window click on the "Email Notification" icon.
- 4. Put a checkmark next to "summary of current grades and attendance"
- 5. Put a checkmark next to "detailed report showing all assignment scores for each class"
- 6. Select how often you want the report emailed to you using the drop down menu (Weekly reports are emailed Monday mornings)
- 7. Be sure to enter a valid email address.
- 8. Click "Submit"

The above steps must be followed for each child



Email Notifications

