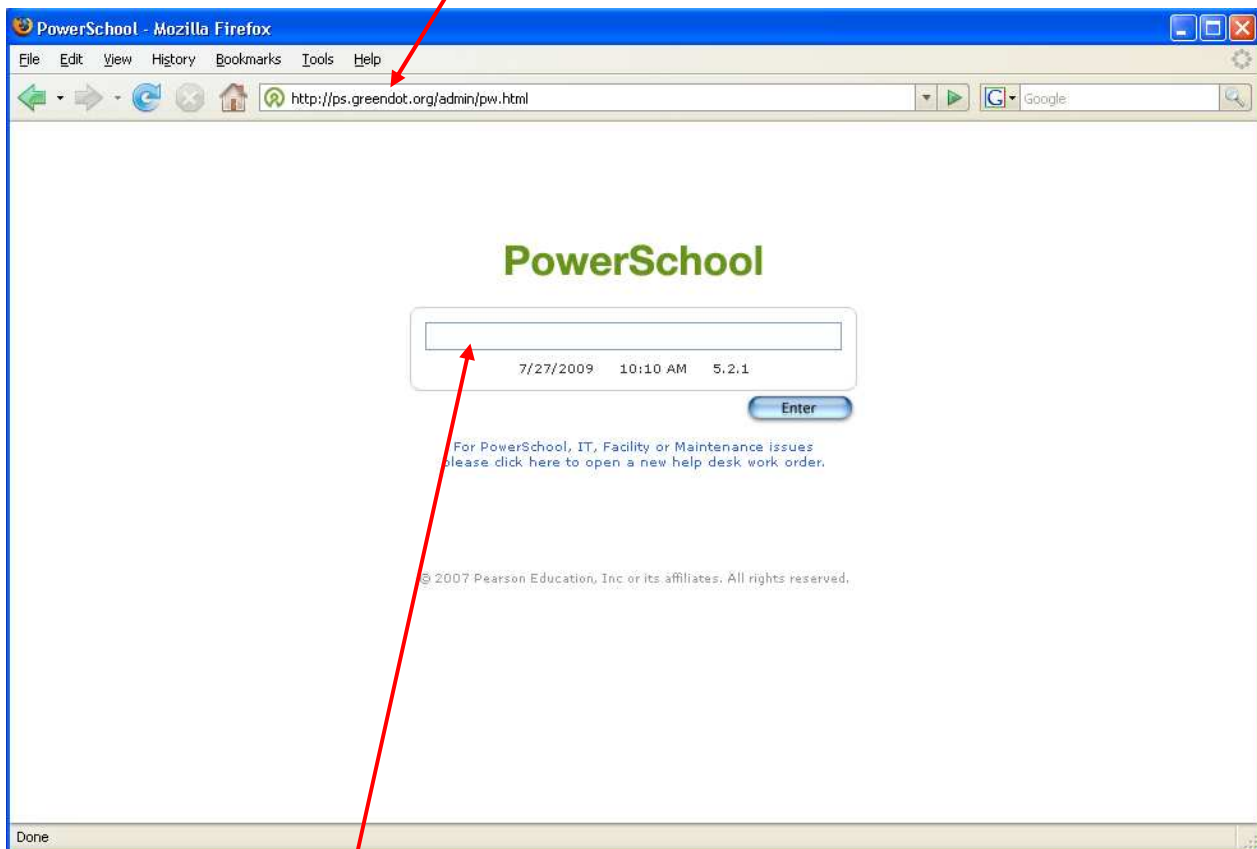


Online Tutorial: Accessing PowerSchool & Logging In

Step 1: To access PowerSchool, type the following URL into your address bar:

`http://ps.greendot.org/admin/pw`



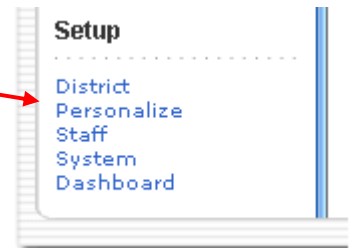
Step 2: Enter your User ID and password, separated by a semicolon. Your User ID is your first initial and last name; your initial password is animo.

Ex: George Washington's login information is: `gWASHINGTON;animo`

Note: When type in the box, the characters will appear as asterisks. Because of this, be careful and please type accurately.

Step 3: Once you've logged in, make sure you change your password. Choose a password that is unique and that *only* you will know.

You can change your password by clicking the "Personalize" link on the left side of your screen under "Setup."



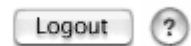
From there, click "Change Password."

Function	Description
Change password	Change current password to a new one.
Default login page	Sets the default login page.
Initial student screen	Sets the initial student screen.
Interface	Sets interface options.

Type in your old and new passwords and click the "Submit" button.

A screenshot of a password change form. It contains three input fields: 'Old Password', 'New Password', and 'Verify New Password'. Below the fields is a blue 'Submit' button. A red arrow points from the text 'Submit' in the preceding paragraph to this button.

Step 4: Click the "Logout" button in the top right corner.



Then, log back in – just as you did in Step 1 – using your new password.