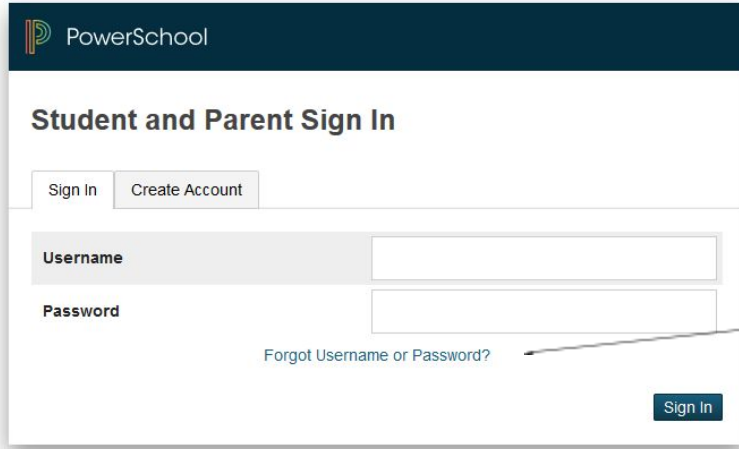# PowerSchool Instructions

If you forgot your password or username

If you forgot your PowerSchool login information go to power.westbranch.org. Simply click "Forgot Username or Password?" You will have to use the Username and/or email you originally used to create your account. If you can't seem to reset your password, please stop by the tech. office for help. They will reset your account.
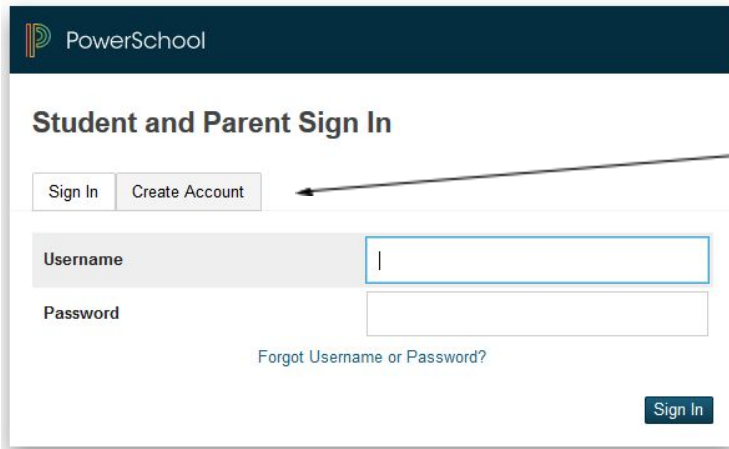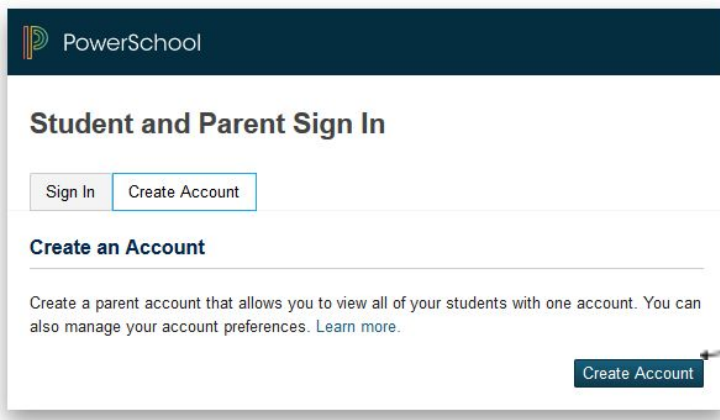

Click here

To create a new PowerSchool account

To create a new PowerSchool account go to power.westbranch.org . Click on the "Create Account" tab. Then the "Create Account" button. (See below)

Click here

Then here

You'll notice that the page says, "**Create Parent Account**". That's okay, this is where you create your student account too. Fill in all of the info. In the "**Parent Account Details**" section at the top. You should probably use your school email address for the "Email" field.

Then complete the info. Beneath the [1] in the "**Link Students to Account**" section. You will have to contact the tech. dept. or the guidance office. for your "Access ID" and your "Access Password". Your parents may also have this information. Choose "Other" for the "Relationship" field.

School email address

Get from **tech. department** or the **guidance office**

Choose "**Other**" (at the bottom of the list)

Finally, click the "**Enter**" button at the **very bottom of the page**. You should receive a confirmation that your account was created. You are ready to start using PowerSchool.

Click here

To use the PowerSchool App

First install the app from the Apple Store or Google Play.

Enter "**LSQM**" for the district code, then enter the user name and password you chose when you created your account.