Welcome to the Parent Portal for Mill Creek Community Schools!

These instructions are for registering for the Parent Portal. You will only need to do this once. In order to use the Parent Portal, you will need Internet access. You will go to the following address in a browser (Internet Explorer, FireFox, Safari):

http://powerschool.mccsc.k12.in.us

You will click on the Create Account button.

The following screen will come up:

You will need to fill in the information of First Name, Last Name, etc. Parents must use separate email addresses if each parent is establishing a login.

The information that is provided to you for each of your students is what must be entered in the boxes on the bottom half of the form.

Please note you will need to fill in the first and last name of your student in the appropriate boxes. It is important to use the name that appears on the information sheet you received. Nicknames will not be recognized.
Once you have completed the required information, click the enter button. The following screen should come up:

![PowerSchool login screen]

If you do not get to this screen, the program will take you back so that you can review the information and re-enter information. Once you click enter and all of the information is verified, this screen will appear and you will be able to log into the Parent Portal using your username and password that you created.

A brief tour of what you will see with the Parent Portal follows.

![PowerSchool dashboard]

Once you have logged into the Parent Portal the screen above is what you will see. If you have more than one student in our school system and they have all been registered in the Parent Portal, you will see a tab with each student’s name. When you click that student’s tab you will be able to see current and historical grades for the current academic year. In addition to the student name, you will see other buttons on the top row.

When you click on the Grades and Attendance button, you will see what the current grade is for your student in that class – i.e. Science. To see how that grade was achieved, click on the grade and you will then see a detailed listing of assignment, quizzes and tests and what the scoring was for each of those items.
The School Bulletin button will keep you informed of calendar events and announcements at the school.

The Email Notification button allows you to set your preferences as to email notifications you wish to have sent to you by the teacher.

The Account Preferences button allows you to change your account preferences and to add a student who is just entering the corporation. You will need to request the information for that student from the school.

For future reference, instructions will also be available on the school website.

For questions, please contact us via this email address: powerschool@mccsc.k12.in.us.