



Creating a Parent Access Account via the Parent Portal Login Screen

Step 1: Go to the web site: <https://halifax.powerschool.com/public/home.html> or www.halifax.k12.nc.us and click on the Parent Portal link located under Quick Links. Select “Create Account” as shown below.

HOME BASE™

PowerSchool

Parent Sign In

Sign In Create Account

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

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Step 2:

- Enter the information in the fields as shown.
- Your password must be at least 7 characters long & may include lower case, uppercase, and/or special characters.
- In the student’s name field below, use the format Last Name, First Name when entering the student’s name.
- Enter the Student Access ID and Password from the Parent Portal letter in the “Link Students to Account” section.

***FYI:** If you have multiple students in the district, you will need to obtain your access ID and PW from the respective school to add to your existing account.*

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: *Be at least 7 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

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Student Name

Access ID

Access Password

Relationship - Choose

Step 3: Congratulations, your parent account has been created!! Please enter the username and password created in Step 2 to login into the portal.

For more information, contact your child’s school Parent Portal manager.