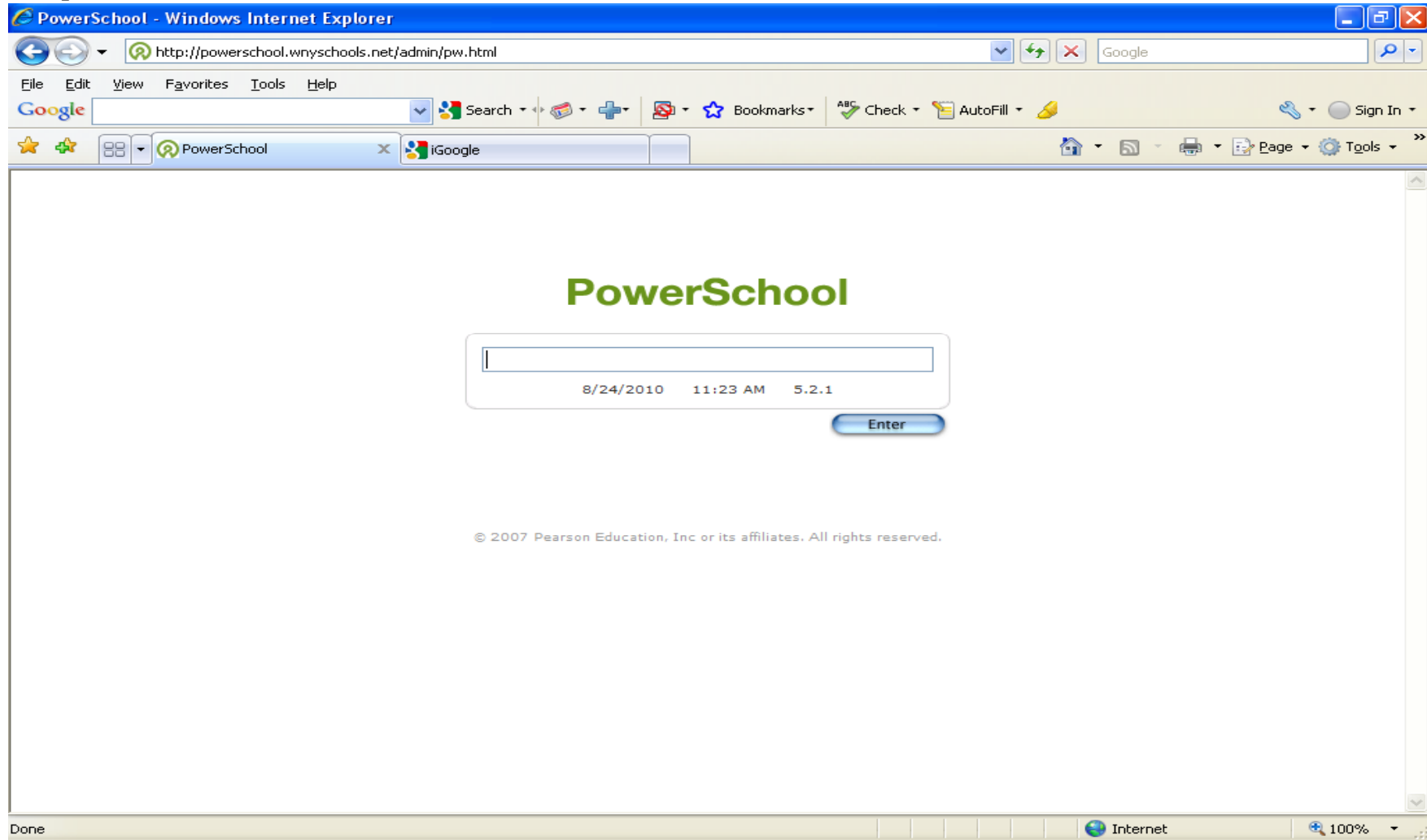


1st Step

For Powerschool Staff/Admin.

Login is: first initial,last name ;welcome - everything lowercase and together

Sample: rrobaina;welcome



2nd Step

Under Setup - Click Personalize

The screenshot shows the PowerSchool admin interface in Internet Explorer. The browser title is "PowerSchool - Windows Internet Explorer" and the address bar shows "http://powerschool.wnyschools.net/admin/home.html". The page header includes the PowerSchool logo, the school name "District Office", the term "10-11 Year", and a "Logout" button. The user name "Molina, Maria C" is displayed in the top right. The main content area is divided into three sections: "Functions" (Absentee Report, Daily Bulletin, Enrollment Summary, Master Schedule, PowerLunch, Reports, Special Functions, Teacher Schedules), "Search Students" (with a search input field and a magnifying glass icon), and "Browse Students" (with a grid of letters and numbers for filtering). The "Other Options" section includes links for "Stored Searches", "Stored Selections", and "Enroll New Student". The footer contains the copyright notice "© 2007 Pearson Education, Inc or its affiliates. All rights reserved." and the system tray shows "Internet" and "100%" zoom.

3rd Step

In the center of your screen click **Change password**

Personalize - Molina, Maria C - Windows Internet Explorer

http://powerschool.wnyschools.net/admin/userpreferences.html?frn=0051

File Edit View Favorites Tools Help

Google Search Bookmarks Check AutoFill Sign In

Personalize - Molina, Mari... iGoogle

PowerSchool

School: District Office

Term: 10-11 Year

Logout ?

Start Page > Personalize - Molina, Maria C Molina, Maria C

Functions

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

Setup

- District
- Personalize
- Staff
- System
- Dashboard
- PT Administrator

Personalize - Molina, Maria C

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.

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Done Internet 100%

4th and Last Step

Old Password: welcome

New Password: (something that you will choose and only you will know)

Verify New Password: (re-enter the new password)

Then click submit

The screenshot shows a web browser window titled "Personalize - Change Password - Windows Internet Explorer". The address bar contains the URL: <http://powerschool.wnyschools.net/admin/userprefpassword.html?frn=0051>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, bookmarks, and navigation. The main content area displays the PowerSchool interface. At the top, the "PowerSchool" logo is on the left, and "School: District Office" and "Term: 10-11 Year" are on the right. A "Logout" button is also visible. Below this, a breadcrumb trail reads "Start Page > Personalize - Molina, Maria C > Personalize - Change Password". The user's name "Molina, Maria C" is displayed in the top right corner. On the left side, there are two sections: "Functions" with links like "Absentee Report", "Daily Bulletin", "Enrollment Summary", "Master Schedule", "PowerLunch Reports", "Special Functions", and "Teacher Schedules"; and "Setup" with links like "District", "Personalize", "Staff", "System", "Dashboard", and "PT Administrator". The main content area is titled "Personalize - Change Password" and contains a form with three input fields: "Old Password", "New Password", and "Verify New Password". A "Submit" button is located below the fields. At the bottom of the page, a copyright notice reads "© 2007 Pearson Education, Inc or its affiliates. All rights reserved." The browser's status bar at the bottom shows "Done" on the left, "Internet" in the center, and "100%" zoom on the right.