

Unified Classroom Instructions

The Parent Portal Agreement form must be turned in to the main office before your account can be created. The form is available at school or on the website.

The account is only created one time. All of your children can be added to the same account. Once the Parent Portal Agreement Form is turned in for each child, you will receive an Access ID and Access Password *for each child from the school they are attending.*

To set up a first-time Parent Portal Account, follow the steps listed below:

- 1) Log into the Internet and type: <https://ps.fraser.misd.net/public>, Click Parent Sign In.
- 2) Go to **CREATE AN ACCOUNT**
- 3) Type your **FIRST NAME**
- 4) Type your **LAST NAME**
- 5) Type your **POWERSCHOOLID (EMAIL)**
- 6) Create a **PASSWORD**. It must be at least six characters and you may use alpha or numeric letters (or a combination of both). Do not use spaces or symbols. We do not store your password. Please write it down in a safe place
- 7) Click **CREATE PowerSchool ID**, then click **CONTINUE** to Unified Classroom Sign In
- 8) Sign in to the account you just created and Type the PowerSchool ID(the email you used) and Password
- 9) To Link your student, Click **I HAVE ACCESS ID**. This information must be obtained from your student's school office
- 10) Type student's **FIRST AND LAST NAME**
- 11) Under Access ID type the **Access ID** you received from the school (This is the only time you will use this access ID)
- 12) Under Access Password, type the **Access Password** you received from the school. (This is the only time you will use this access password)
- 13) If you need, click **Add another student**, otherwise click **CONTINUE**
- 14) The Unified classroom home page will now appear

TO ADD A STUDENT TO AN EXISTING UNIFIED CLASSROOM ACCOUNT:

- 1) Log into your account
- 2) **CLICK** on your profile Icon in the top right corner with your initials
- 3) **CLICK** the settings wheel icon
- 4) **CLICK** the purple My Settings icon
- 5) **GO** to the Students tab
- 6) Click the **ADD** button on the right
- 7) Type **FIRST AND LAST NAME** of student to be added
- 8) Type their **Access ID** you received from their school
- 9) Type their **Access Password** you received from their school
- 10) Under **RELATIONSHIP** select mother, father, etc.
- 11) Click **OK**
- 12) You will now see a tab near the upper left with the newly added student's name