

**Baldwin Community Schools**  
525 West Fourth Street, Baldwin, MI 49304

## Parent Portal Instructions

Below are the steps to set up a Parent Portal account. This will give you access to your child's current grades and attendance via the internet. You should stop in the school office to obtain your Access ID information prior to attempting to set up your account.

### STEPS:

1. Go to our web page: [www.baldwin.k12.mi.us](http://www.baldwin.k12.mi.us) - you can also log on directly to Power School at <http://psb.wsesd.org>
2. On our home page you will see "Parent Portal" icon - click on this
3. Go to the "Create an Account" tab

### CREATE PARENT ACCOUNT

4. Type in your First Name, Last Name, Email, Desired Username, and Desired Password

### LINK STUDENTS TO ACCOUNT

5. Type your students name
6. Type your Access ID (case sensitive) - you will have a different one for each student
  - **NOTE: Please stop into the office for your Access ID information**
7. Type your Access Password (case sensitive) - you will have a different one for each student
  - **NOTE: Please stop into the office for your Access ID information**
8. Fill in Relationship to that student
9. Hit Enter

### **YOU SHOULD NOW BE ABLE TO LOG ON USING THE NAME AND PASSWORD YOU CREATED.**

Either you or your child may track academic progress from any location that has internet access. If you do not have internet access, the public library has computers open to access your child's records. Please keep your passwords confidential so only you can access the information.

The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods.

If you have any questions regarding the use of PowerSchool please contact your school office listed below.

**Baldwin Elementary Office - 231-745-3261**

**Baldwin Middle/ High School Office - 231-745-4683**