**Creating a PowerSchool ID for Admins**

In order to utilize Unified Classroom, you will need to create a PowerSchool ID. Creating your PowerSchool ID is a one-time process.

##  Getting Started

* Go to your district’s URL (<https://ps.###.misd.net/admin>).
* On the Staff tab, search for your user account.
* Once you are on the Staff screen, click Security Settings.
* Verify and/or create your Teacher Username and Teacher Password.
* Click Submit.



## Create your PowerSchool ID

* Go to your district’sURL for teachers (<https://ps.###.misd.net/teachers>).
* On the Welcome to Unified Classroom screen, click on Create PowerSchool ID.



* Sign in with your existing PowerTeacher portal username and password.
* On the following screen, click Continue.
* Enter the email you want to use as your PowerSchool ID username. This should be your school or school district email address.
* Enter the password you want to use as your PowerSchool ID password. Passwords must be between 8 and 64 characters with no more than three repeating characters. Passwords do not expire.
* Click Create PowerSchool ID. You will need this information to sign in to Unified Classroom in the future. 8. Click Continue to Unified Classroom Sign In.

## Unchecking the “Sign in to PowerTeacher” Checkbox

You will now have to navigate go back to your district’s admin URL(<https://ps.###.misd.net/admin>).

* On the Staff tab, search for your user account.
* Once you are on the Staff screen, click Security Settings.
* Uncheck Sign in to PowerTeacher.
* Click Submit.



