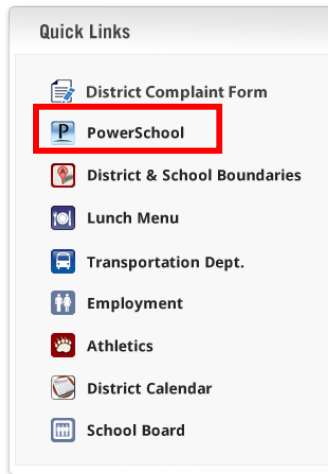
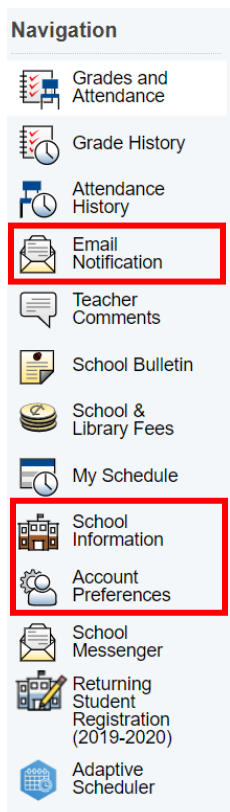
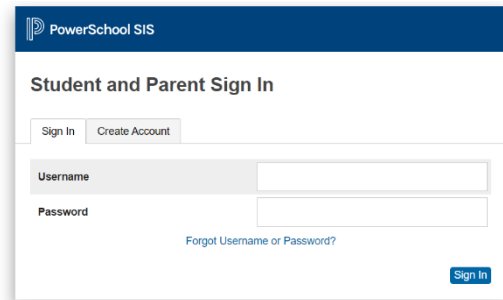


## Updating Contact Information in PowerSchool

**Step 1.** From the district or any Ashland school homepage find the PowerSchool link in the Quick Links box. If you have not logged in to PowerSchool before, you will need to contact your student's school to request an access ID and password.



**Step 2.** From here you can login, create an account, or request a new login/password.



**Step 3.** After logging in, on the left side of your screen you can click on:

- Email Notification: update the information you want to receive via email
- Account Preferences: update your email address and/or add additional students to your account
- School Messenger: update phone numbers for calls and/or text messages