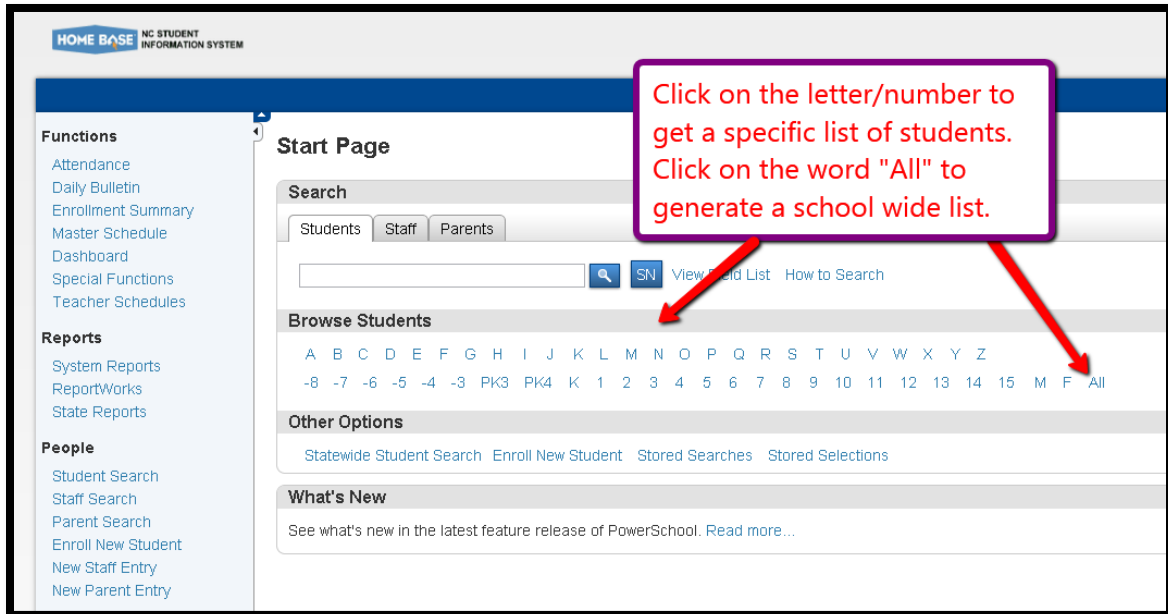


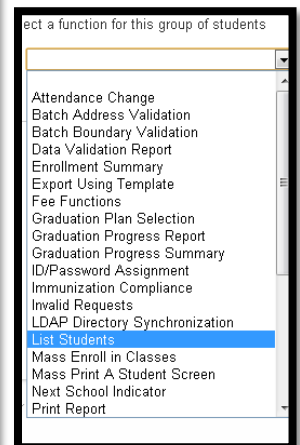
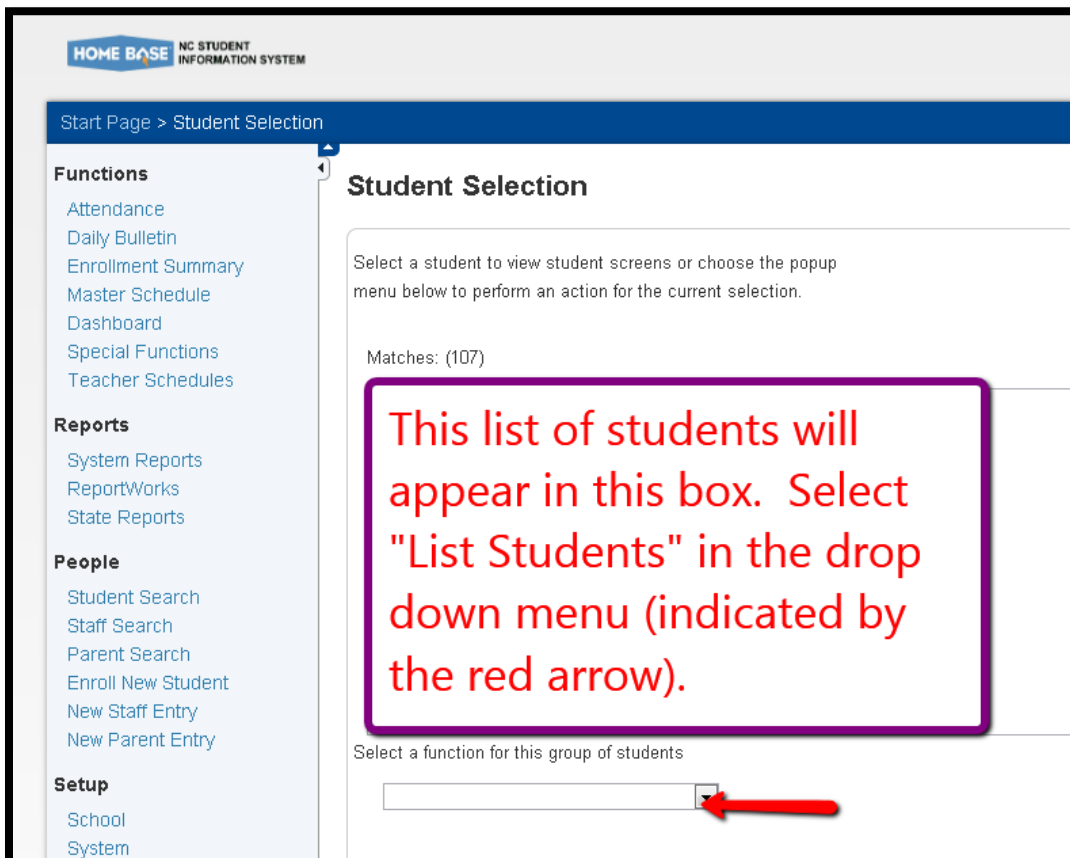
# Determining Student IDs and Passwords for SchoolNet

**Step 1:** Sign in to PowerSchool with your username and password.

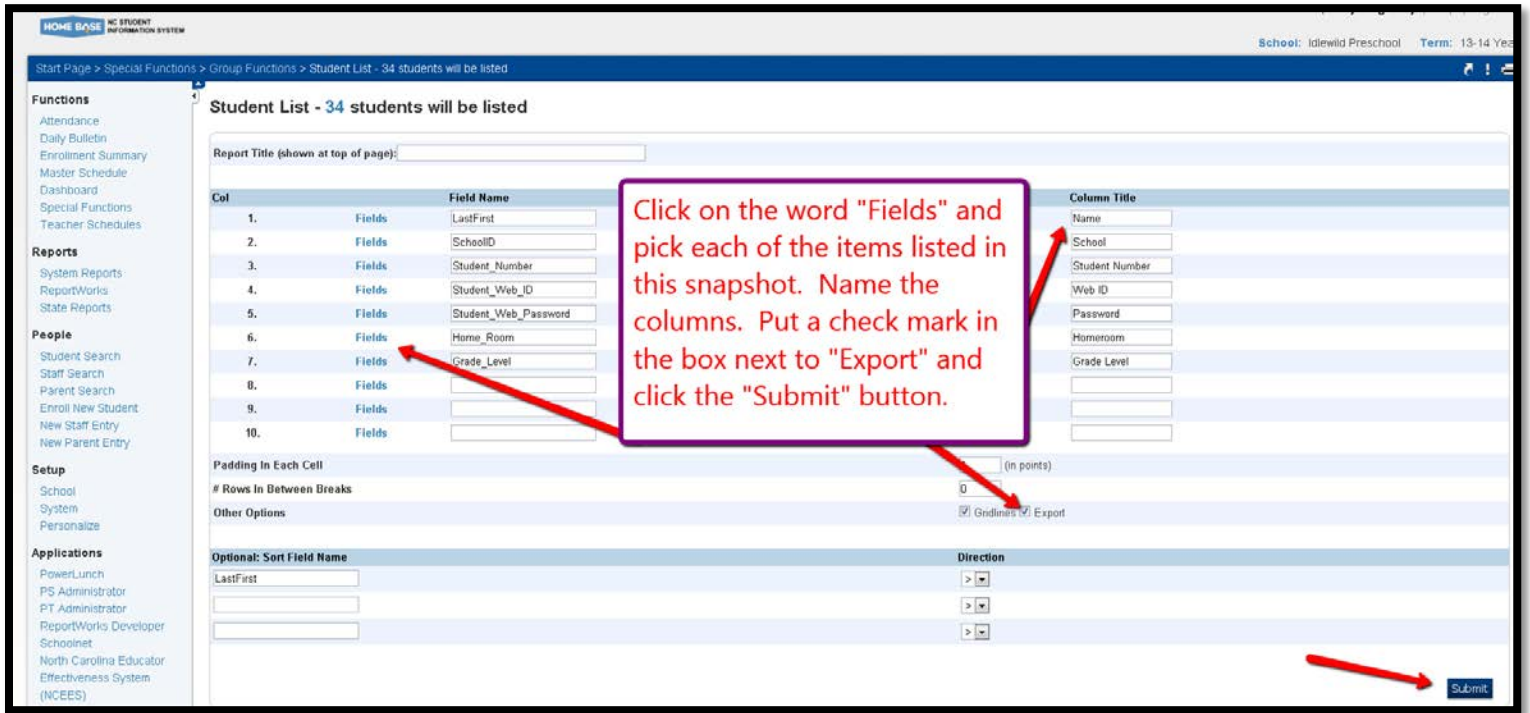
**Step 2:** The *Start Page* allows the user to pick a letter, number, or the word "All" to get started searching for students.



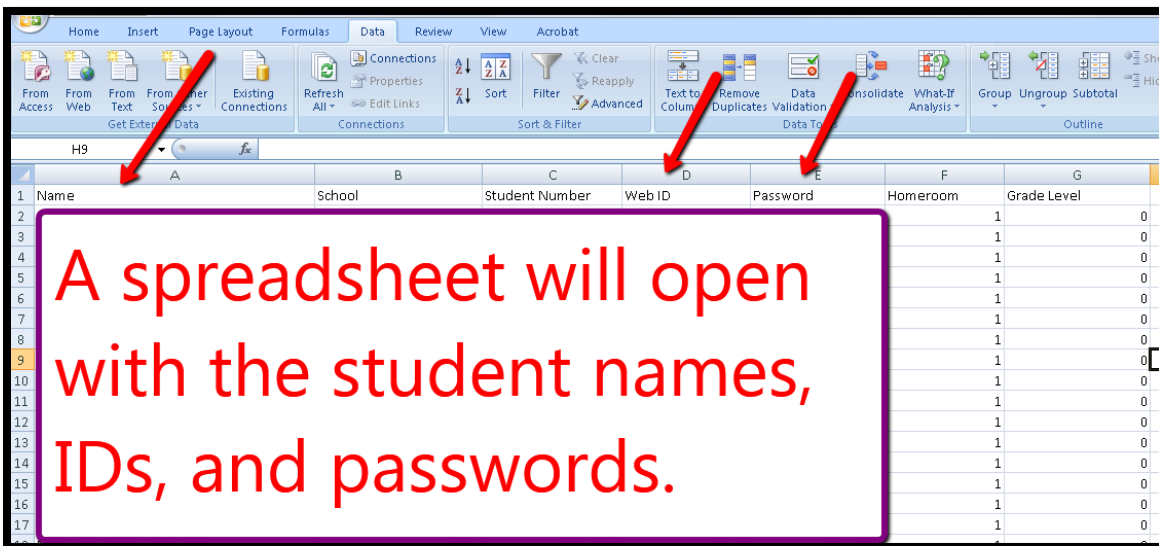
**Step 3:** The screen will provide a list of the students.



**Step 4:** This new screen will have the user create a report. The fields needed for the User ID/Password list are the following: *LastFirst*, *SchoolID*, *Student\_Number*, *Student\_Web\_ID*, *Student\_Web\_Password*, *Home\_Room*, and *Grade\_Level*. Using these fields will be helpful if the desired report is for school wide access information.



**Step 5:** A spreadsheet will open with the requested information.



**If you need further assistance or have additional questions, please send an email to [datatools@cms.k12.nc.us](mailto:datatools@cms.k12.nc.us).**