Working with Mobile Apps

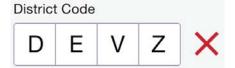## Connecting Mobile Apps to PowerSchool

After a user downloads the mobile app to their device, the app will need to point to the correct PowerSchool server to authenticate. The PowerSchool Mobile and PowerTeacher Mobile apps all walk the user through an on-boarding process. Most users will enter a four-character code that is used to locate the PowerSchool server. If a user does not know their District Code, they can search for their district by district name or school name. They can also manually enter the PowerSchool server URL. In either case, the mobile apps will search for the district code via PowerSource and/or connect via the server if the mobile services are accessible.

District Code

The district code is a four-character code that can be entered on the sign in screen to point the mobile apps to the PowerSchool mobile services. This code is auto generated when the PowerSchool server is registered with PowerSource. The district code should never change for your district. If PowerSchool registers with a new domain name, the district code will update to the new domain name.

Anytime the district code is updated, it will be validated with PowerSource. If a red X appears next to the code, the entry is invalid and the user will need to enter the correct district code.
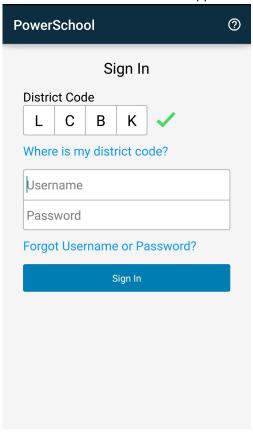
District Code

D E V Z ✗

If a green check appears, the district code is registered to a valid PowerSchool server.

District Code

D E V A ✓
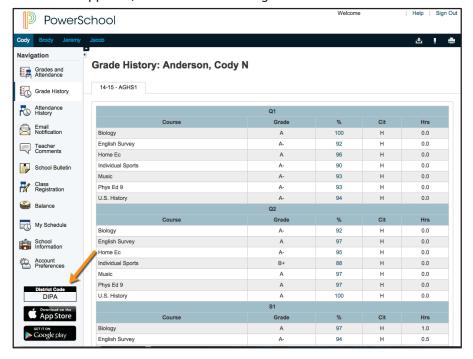
At this point, the user enters their username and password to authenticate with PowerSchool.

How to Locate the District Code

The district code automatically appears on the lower left portion of the navigation menu of the PowerSchool Student and Parent portal, and the PowerTeacher portal.

PowerSchool ⊘

Sign In

District Code

L C B K ✓

Where is my district code?

Username

Password

Forgot Username or Password?

Sign In

1. Sign in to PowerSchool Student or Parent portal, or PowerTeacher portal.
2. On the left navigation menu, locate the District Code located at the bottom of the menu. If no code appears, the server is not registered with PowerSource.

How to Locate the District Code on the Administration Portion of PowerSchool

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Plugins, click **Mobile Registration**. The Mobile Registration page appears.
3. If the PowerSchool server is registered with the PowerSource mobile registration server, the Mobile District Code appears. If the PowerSchool server is not registered, dashes appear.

Searching by District Name and/or School Name

Users can search for the PowerSchool server by district name or school name.
1. Open the PowerSchool Mobile app.
2. On the Sign In screen tap **Help** or the question mark in the upper right corner.
3. On the District Code Help screen, tap **Search for Your District**.
4. Enter the full district name or school name in the fields provided, and then tap **Search**.
5. On the Search Results screen, tap the correct school name.
6. On the District Details screen, tap **Connect to this PowerSchool**.
7. On the Sign In screen, enter your username and password, and then tap **Sign In**.