



PowerSchool Helpdesk – Guide To Accessing ACT Aspire Test Results

ACT ASPIRE ACCESS FOR PARENTS

PowerSchool will now offer parents the capability of viewing their child’s ACT Aspire test results via the parent portal with the simple click of a button.

This guide will show parents how to view the student’s test results.

Prerequisites: You need to have Adobe Acrobat Reader to view the results and one of the following web browsers (Google Chrome, Mozilla Firefox, Microsoft Internet Explorer, Apple Safari).

1. To access your student’s ACT Aspire scores you must first go to the following URL:
<https://archchicago.powerschool.com/public>
Here you will enter your username and password to sign into the Parent Portal. If you do NOT have a username and password, please contact your school to be given web access.

← → <https://archchicago.powerschool.com/public/home.html>

The screenshot shows the PowerSchool website interface. At the top, there is a logo for 'ARCHDIOCESE CHICAGO CATHOLIC SCHOOLS'. Below that is the PowerSchool logo. The main heading is 'Student and Parent Sign In'. There are two buttons: 'Sign In' and 'Create Account'. Below these are two input fields: 'Username' and 'Password'. A link 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is at the bottom right of the form. At the bottom of the page, there is a copyright notice: 'Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'

2. Upon logging in, you should see a blue button displaying “Retrieve ACT Scores” which you will have to click on. If you do not see this button then it may be because your school has not enabled this feature in PowerSchool.

PowerSchool

Welcome, | Help | Sign Out

Paxton Marion Nicholas William

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences

District Code
FCGG

Grades and Attendance: Cutler, Paxton June

Grades and Attendance | Standards Grades

Retrieve ACT Scores

Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
															0	0
Attendance Totals															0	0

Show dropped classes also

M	T	W	H	F	M	T	W	H	F	Absences		Tardies	
										T1	YTD	T1	YTD
										0	0	0	0
Attendance Totals										0	0	0	0

Legend

Attendance Codes: Blank=Present | TU=Unexcused Tardy | AU=Absent Unexcused | AE=Absent Excused | TE=Tardy Excused | AH=Half Day AM | AP=Half Day PM | AT=Truant Absence | SA=School Activity | SU=Suspension | POD=Portion of Day |

Citizenship Codes: E=Excellent | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

3. Your browser will open a new tab showing a message. It will appear differently depending on the browser you are using so each will be labeled for you to see which applies. Do not be alarmed, this is your browser taking precaution since you are entering a different website that is not PowerSchool because the ACT files are saved elsewhere.

Click on the browser icon you are using to be sent to proper page:



**Google
Chrome**



**Mozilla
Firefox**



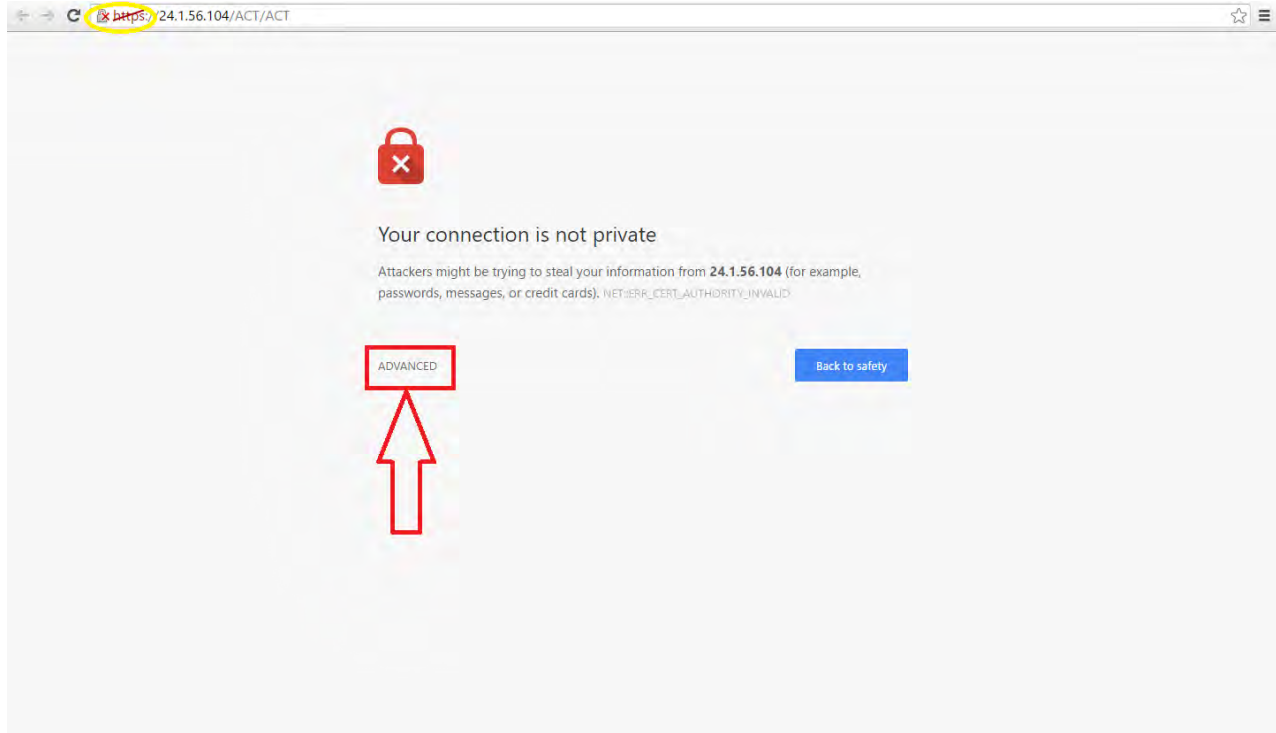
**Internet
Explorer**



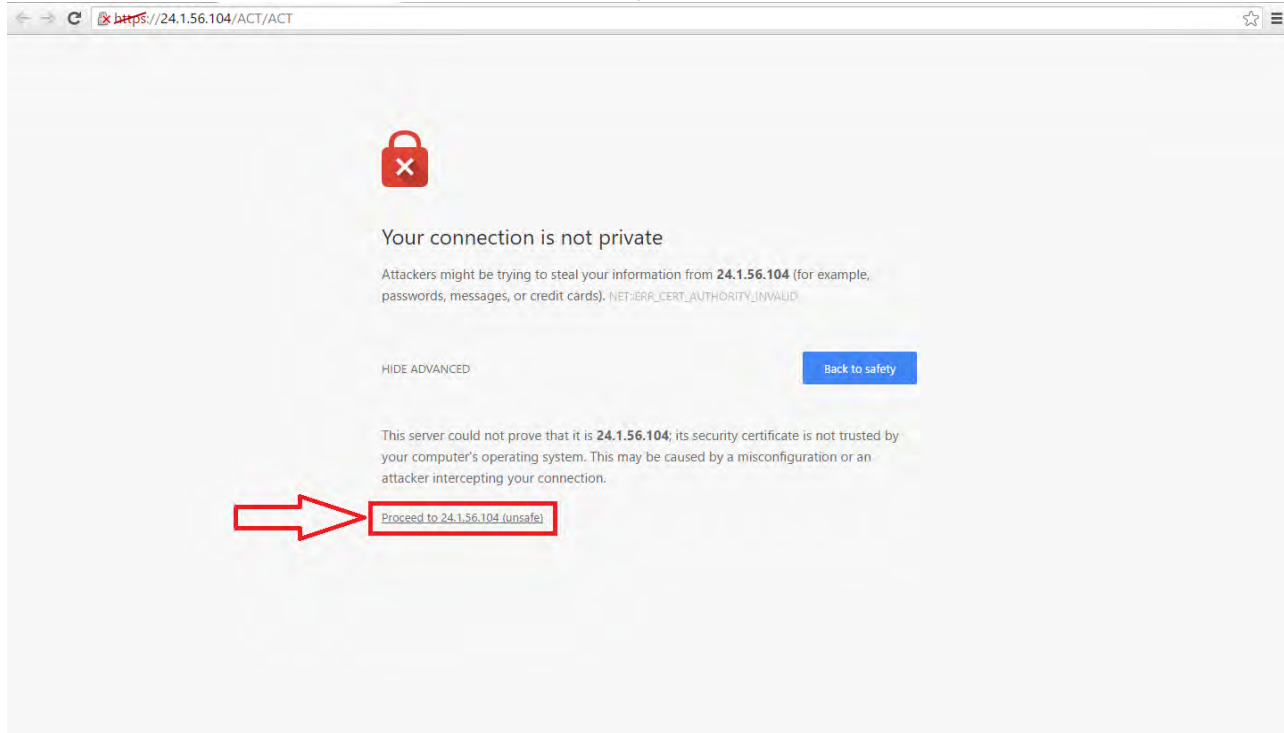
**Apple
Safari**

FOR CHROME ONLY

CHROME: Click on the word “ADVANCED” to continue.



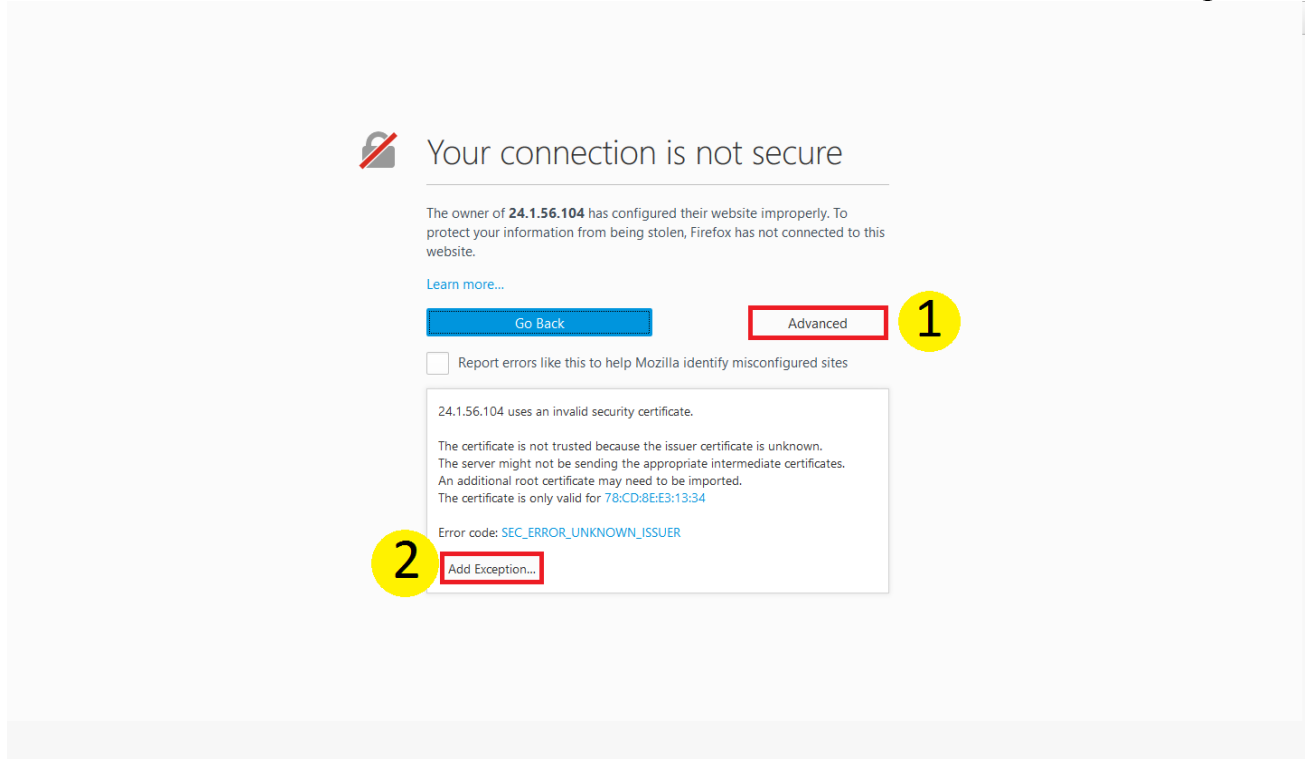
CHROME: You’ll see a new block of text, click on “Proceed” to download the PDF.



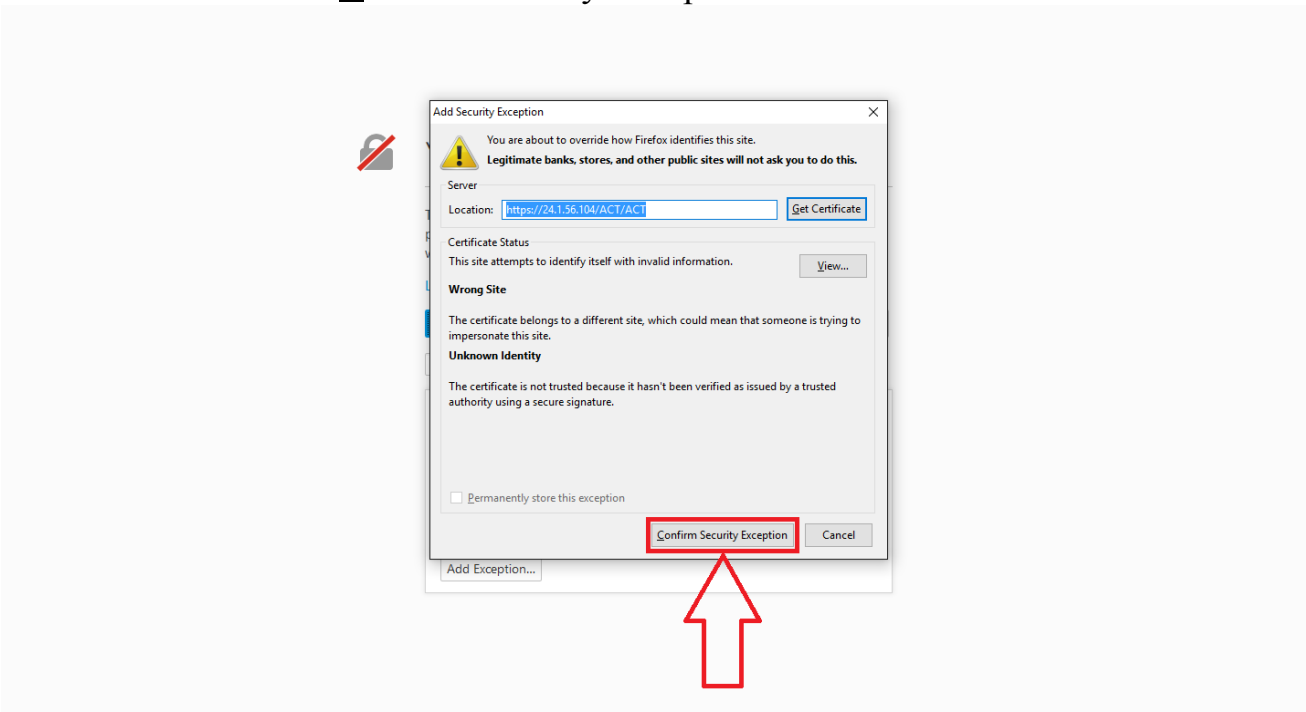
[CLICK HERE TO CONTINUE](#)

FOR FIREFOX ONLY

FIREFOX: Click on “Advanced” then under the box of text click on “Add Exception...”

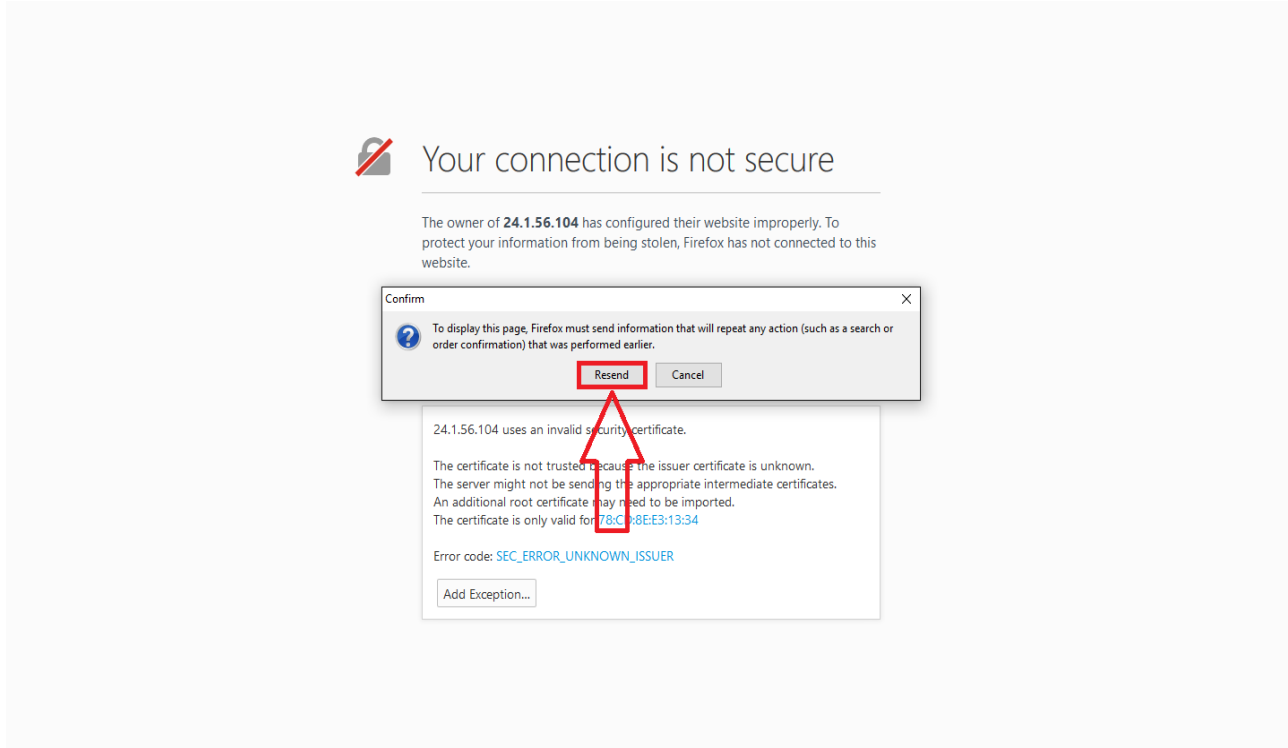


FIREFOX: Click on “Confirm Security Exception” to finish.



FOR FIREFOX ONLY

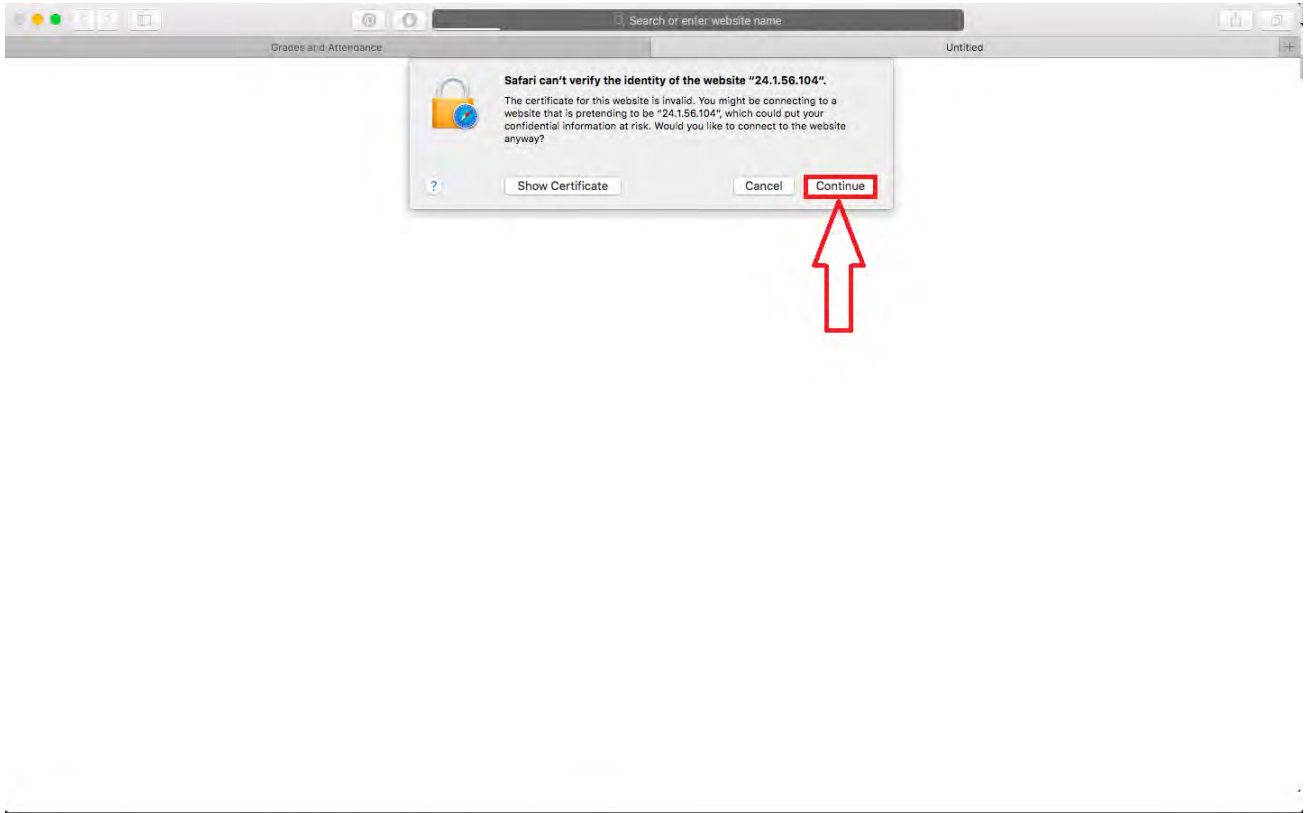
FIREFOX: Click on “Resend” to download the PDF for the student.



[CLICK HERE TO CONTINUE](#)

FOR SAFARI ONLY

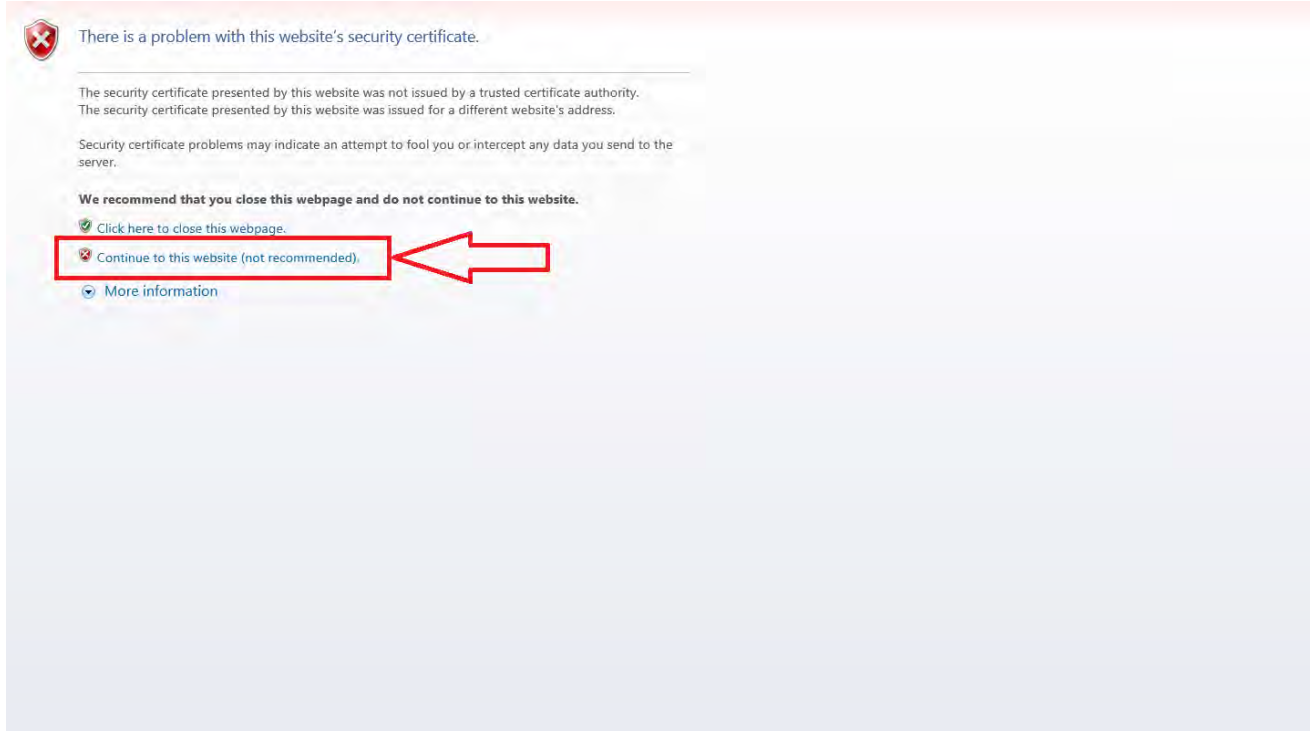
SAFARI: Click on “Continue” to download the PDF for the student.



[CLICK HERE TO CONTINUE](#)

-----FOR INTERNET EXPLORER ONLY-----

INTERNET EXPLORER: Click on “Continue to this website” to download the PDF.



[CLICK HERE TO CONTINUE](#)

COMPLETE

- Once the PDF has finished downloading the tab should close itself and you'll be back on the Parent Portal home page. Here you'll notice that there is a persistent loading bar. To get around this, refresh the page by either pressing [F5] on the keyboard or clicking the reload button at the top of the browser which will appear as an arrow going clockwise.

If you were not able to download your child's ACT Aspire test results then it could be because there is not a record on file. Contact your school and provide them your child's name to have it forwarded to the PowerSchool helpdesk.

The screenshot shows the PowerSchool Guardian interface for a user named Paxton. The page title is "Grades and Attendance: Cutler, Paxton June". A "Loading" dialog box is overlaid on the "Attendance By Class" table. A red arrow points to the refresh button in the browser's top right corner.

Exp	Last Week						T1	T2	T3	Absences	Tardies
	M	T	W	H	F	M					
									0	0	
Attendance Totals											

Last Week						This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	T1	YTD	T1	YTD	
										0	0	0	0	
Attendance Totals											0	0	0	0

Legend
Attendance Codes: Blank=Present | TU=Unexcused Tardy | AU=Absent Unexcused | AE=Absent Excused | TE=Tardy Excused | AH=Half Day AM | AP=Half Day PM | AT=Tuant Absence | SA=School Activity | SU=Suspension | POD=Portion of Day |
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