



# Ashley Community Schools



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104 New Street  
P.O. Box 6  
Ashley, MI 48806

*"Learning is for a Lifetime"*

Tim Hughes, Superintendent  
Michael Allison, Principal

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Dear Parents

The information we supplied you to access PowerSchool was missing the following information that is in **Bold**.

1. Open the internet browser on your computer
2. Type <http://ps.ashley.edzone.net/public/> into the address bar  
*(Or go to [www.ashleyschools.net](http://www.ashleyschools.net) and select the Parent Portal ICON)*
3. **Select Create Account**
4. **Enter Demographic Information**
5. **Create a UserName and Password you would like to use, be sure not to use special characters like the @ sign.**
6. **Enter you students first and last name**
7. **Place your issued confidential ID where it states Access ID (remember it is case sensitive)**
8. **Place your issued password where it states Access Password (again case sensitive)**
9. **Identify your relationship to the student**
10. **Note you can link more than one student however you will need different Access ID's and passwords.**
11. **Click enter**
12. Type your Username and Password that you just created.
13. View the information.<BR>
14. Remember to log off when you are finished.