

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 feature is a work in progress and for the moment it only works on desktop or laptop browsers NOT mobile devices like phones or tablets.

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.

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.

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.

Scroll down to your browser’s guide or click on the browser icon you are using to be sent to proper page:

Google Chrome

Mozilla Firefox

Internet Explorer

Apple Safari

CHROME: The new tab will close and return you to the home page in PowerSchool and your download will be located on the lower right of the page, click the download to open.

FIREFOX: The new tab will close and return you to the home page in PowerSchool, a pop- up window will appear and make sure “Open with” is selected and set to Acrobat Reader. Then click on “OK” to open the PDF.

SAFARI: The PDF document should open after pressing continue if not, see the image below for reference.

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INTERNET EXPLORER: The new tab will close and return you to the home page in PowerSchool. It'll appear as if nothing happened but it did download the test results. To see it, you'll have to click on the Options button on the top right. Once you click it, a small menu appears where you can click on "View downloads".

INTERNET EXPLORER: The downloads folder will appear and you have to click on “Open” to view the results as a PDF.

COMPLETE

4. If you've downloaded the PDF and opened it then you have completed the guide. This

extra step here is for those that see 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 and ask the school to forward the name to the PowerSchool helpdesk.