Single Sign on for Parent Portal

PowerSchool has now switched to *Single Sign On*. They have done this so that you will be able to create your own usernames and passwords. You will also be able to have one account for all of your children. The directions for how to get started are below. In order to use PowerSchool YOU MUST CREATE A SINGLE SIGN ON ACCOUNT.

You will need two things to get started:
1. Your access ID and Password for each child.
2. A valid email address. (If you do not have an email address there are several free options on the Internet to obtain an email account. Gmail and Live.com are two examples)

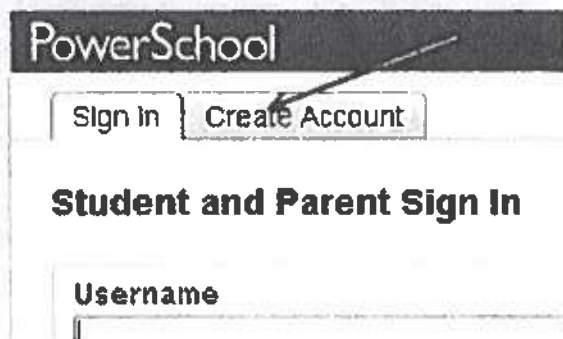## Create your own account for multiple children or for just 1 child

Instead of using a different id and pw for each student/child, you can create ONE to access more than one student/child.

1. Be sure to have the access id/pw from the school for each student – you will use these as their keys to connect them to the account you create for yourself.

2. Login to the parent portal:

NJSP Website: njsp.k12.in.us (Login to PowerSchool through link.) or njsp.powerschool.com/public

3. An account will have to be created to access any information initially - to start the process, click on the **CREATE ACCOUNT** tab on the PowerSchool login screen on the link from the previous step. Then click on

4. Begin by creating a new username and password of your choice for the Parent Portal. This can be anything, but something you will remember and then continue by filling in the rest of the information.

Complete top section to create your own account
   Use your own parent name and email information, and create your own desired username and password.

PowerSchool

Create Parent Account

First Name	Rose
Last Name	Anderson
Email	rose_anderson75@yahoo.com
Desired Username	andersonpp
Password	•••••••••	Better
Re-enter Password	•••••••••

Password must:
•Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name	Carter
Access ID (Old Web ID)	andersoncarter
Access Password (Old Web Password)	••••••••
Your relationship to the student	Mother ▼

2

Student Name	Yiny
Access ID (Old Web ID)	andersonyiny
Access Password (Old Web Password)	•••••••••••••••••••
Your relationship to the student	Mother ▼

Link the student(s)/child(ren) you wish to be tied together to this ONE account:

Begin with student #1

Enter first name of student

Enter Access id you received from the school

Enter Access password from the school

Select the relationship YOU are to the child from the drop down box

If you wish to add a second student, or more. Continue to student #2 and repeat

5. Scroll down and click ENTER when finished.

6. If your creation was successful, you will be directed to the login page. Begin using your newly created username and password.

- You can switch between students by clicking on his/her first name in the blue bar.

- All viewable data is individual based on the name that is highlighted in the blue bar.

- E-mail notifications can still be individualized depending on which student's information you are looking at (the student's name that is highlighted in the blue bar).

You will be able to switch between students by clicking on his/her first names in the blue bar.

Selecting *Account Preferences*, will allow you to change your username and password on the *Profile* tab. If you click on the *Student* tab inside the Account Preferences, you will be able to add more students if necessary.

*keep in mind –
Anything in blue is something you may click on for more information.

PLEASE keep your email address up to date. This will be used as a means of communication from the school.
Account Preferences is the location where you can update your email address attached to this account if it changes.
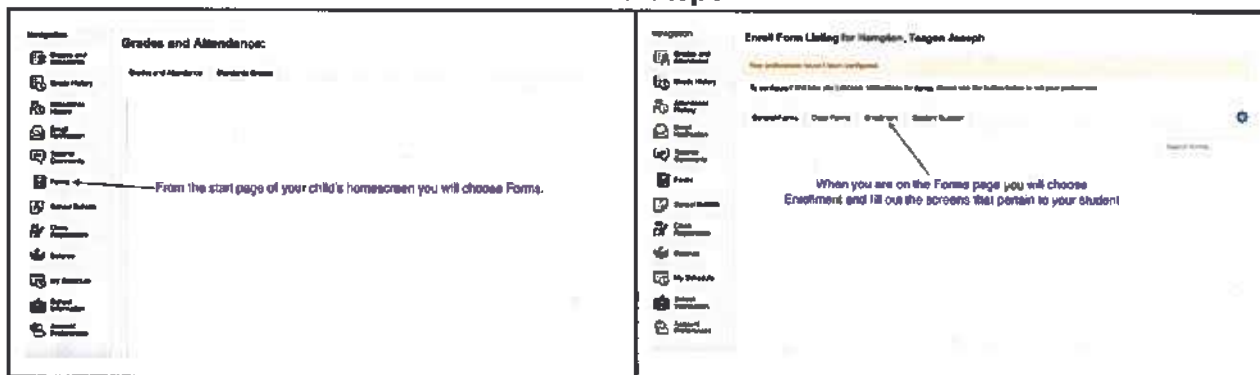
Online Registration

In order to complete the forms for online registration you will need to be logged into the Parent Portal. This is the place where you would log in during the year to check your student's grades. Most parents have created accounts but just in case an account wasn't created yet, the how-to and web access keys, to create this account, were sent home with your student last school year, in May. Any questions please contact your school office during office hours.

Forms may be filled out either from the mobile app or the website.
Mobile App Code: FZHN
Website URL: njsp.powerschool.com

Online Steps

From the start page of your child's homescreen you will choose Forms.

When you are on the Forms page you will choose Enrollment and fill out the screens that pertain to your student

Mobile Steps

Forms will be found under the More category.

When you get to the Forms screen you will have a drop down menu, choose Enrollment. Complete the forms pertaining to your child.