

## **NEW ACCOUNTS- Creating a Login for Parent Portal**

PowerSchool allows parents to create a single sign on account where they can add and then view all their students' information in their single login account (even if the students attend different schools). When a parent's single sign on account is created, an access code and password for each student must be entered. These codes will be provided by the attending school for each student.

Please follow the instructions below carefully to create and link your students to your account.

1. Access the Parent Portal at <http://ps.neptune.k12.nj.us> There is also a link on the district website 's FOR PARENTS Section.

The following screen will appear.

PowerSchool

### Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

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2. Click on the "Create Account" tab and you will be directed to the account creation page seen below:

Learn more.' A 'Create Account' button is at the bottom right. At the bottom of the page, there is a copyright notice: 'Copyright© 2005 - 2015 Pearson Education, Inc., or its affiliate(s). All rights reserved.'"/>

PowerSchool

### Student and Parent Sign In

Sign In Create Account

#### Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

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In the Create Parent Account portion of this form enter the following information:

**Your First Name:**

**Your Last Name:**

**Your Email Address:** The email address must be unique. If Parent/Guardians share the same email address, you should only set up one parent access account and you can only login and access one at a time. If you have different email addresses you can set up another account with that email address.

**Desired User Name:** Enter your choice, no apostrophes or email addresses – CASE SENSITIVE

**Password:** Enter your choice -must be at least 6 characters - CASE SENSITIVE

**Re-Enter Password:** Re-enter the same password to verify.

-



## Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:

•Be at least 6 characters long

This is also where you will setup access for ALL your students.

- Enter the Name of each Student you wish to associate with your account.
- Enter the Access ID and Access Password you were given from your child's school.

**NOTE:** the access ID and access password must be entered exactly as it appears on the form provided.

- Select the relationship you are to the student.

**NOTE:** Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in its entirety before the record is created.

3. Click **Enter** when you have completed entering all the information for your student and you will receive a confirmation that your account was created and you are ready to login. If you do not have all your student's access information at this time, you are able to add students after the account is created.

#### 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

Access ID

Access Password

Relationship

-- Choose

7

Student Name

Access ID

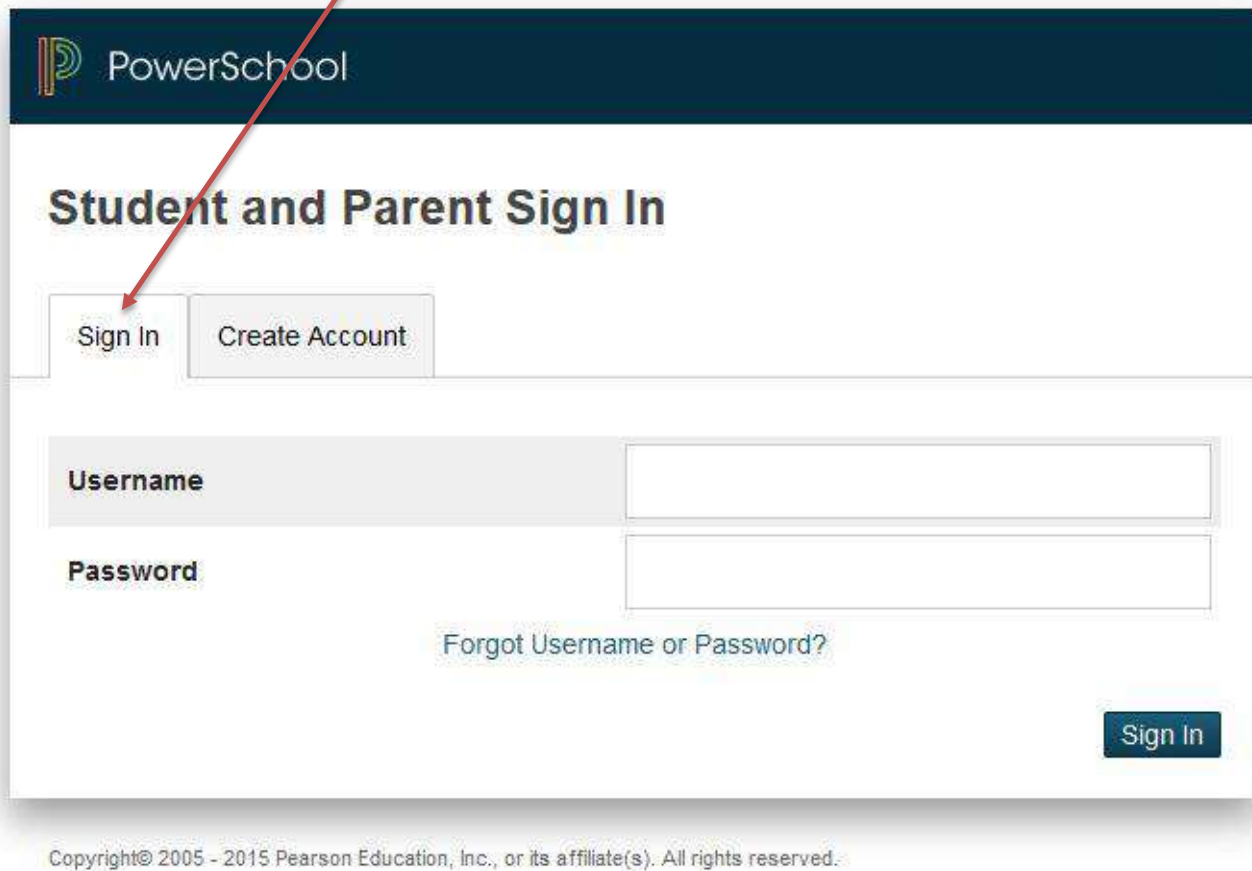
Access Password

Relationship

-- Choose

Enter

You will now need to login to the system using your new user name and password. Use the Login box on the opening tab of the screen to login.



The screenshot shows the PowerSchool login interface. At the top is a dark blue header with the PowerSchool logo. Below the header is a white section titled "Student and Parent Sign In". Under this title are two buttons: "Sign In" and "Create Account". Below these buttons are two input fields labeled "Username" and "Password". To the right of the "Password" field is a link that says "Forgot Username or Password?". At the bottom right of the form is a dark blue "Sign In" button. At the very bottom of the page is a small copyright notice: "Copyright© 2005 - 2015 Pearson Education, Inc., or its affiliate(s). All rights reserved."

4. The student or students names associated with this account are displayed on tabs in the upper left corner under the Power School logo.

5. To view each student's grades and attendance click on the name.

6. To change your user name, password or to add another student go to the Account Preferences button after logging in.

7. **Class registration and My Calendars are not in use.** School Bulletin usage is at the discretion of the building principal.

If you forget your login or password click [Forgot Username or Password?](#) on the login screen. The system will authenticate your information and send an email to your email account with instructions on how to reset your password or your login name. Please access within 30 minutes.