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.

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

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.

-

PowerSchool

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

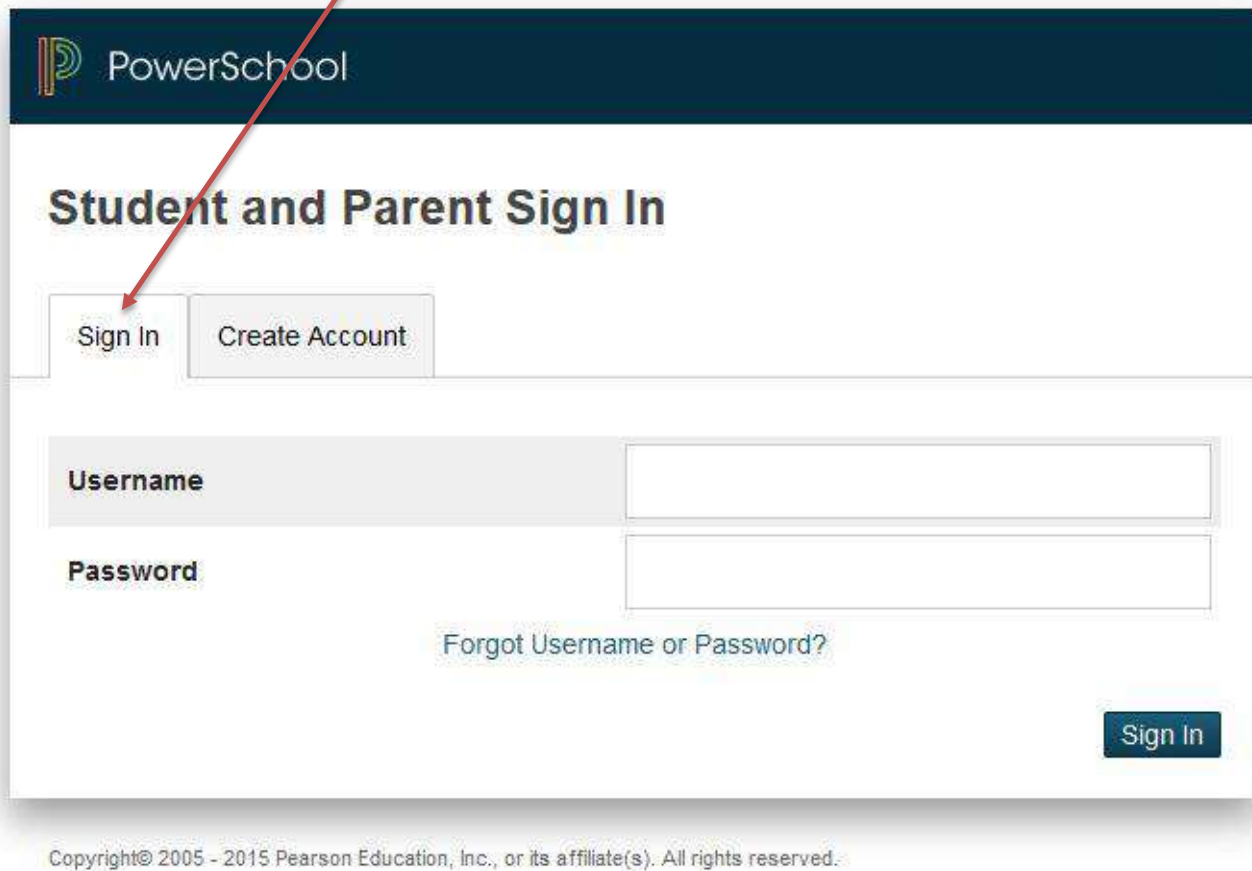| 7	
Student Name	
Access ID	
Access Password	
Relationship	-- Choose

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.

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.