

Self Managed Parent Portal User Accounts

Single Sign-On Directions

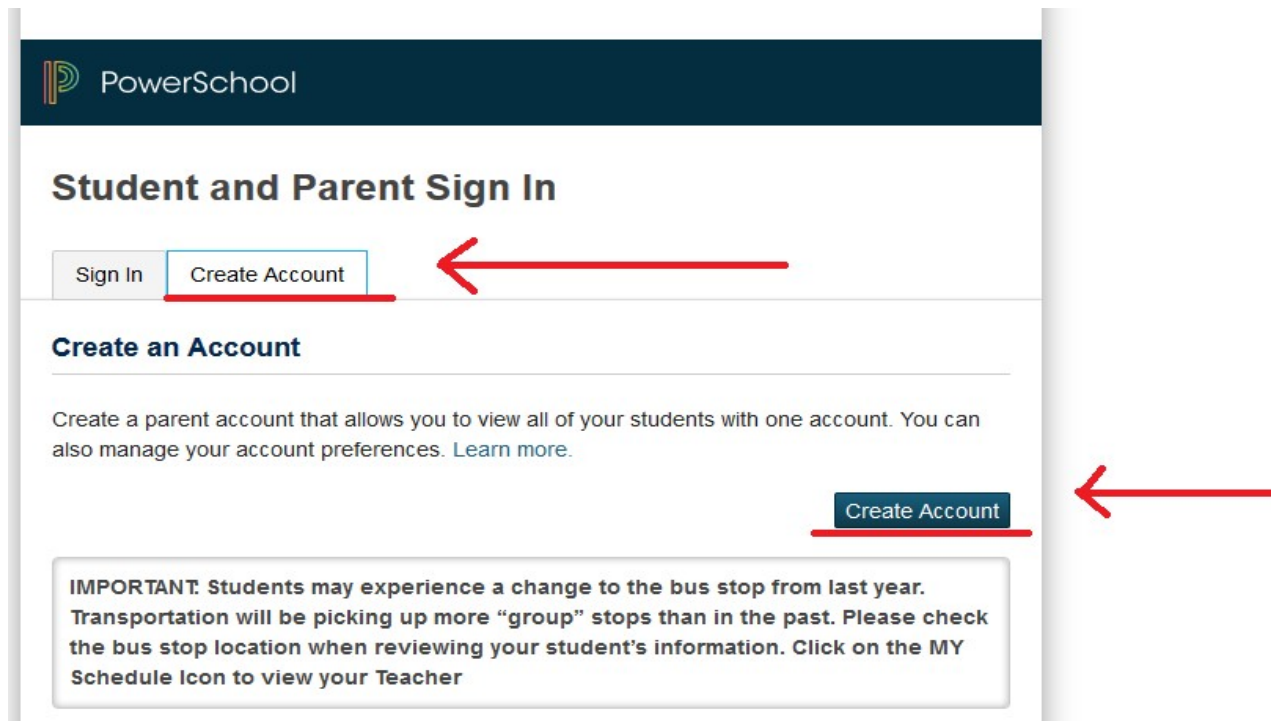
Objective:

The purpose of these instructions is to assist you in setting up a new Parent Portal Account that you can manage via your personal email address. In addition, this setup process will allow you to associate this one user account with multiple students; so if you have more than one child attending school in the district, this new account will allow you to access information for all of your children.

Setup Procedure:

To create a new account and link your student to it, you will need your Parent Portal Letter from your school. It contains your student's Access ID and Access Password which you will use to link the account you are creating now to your student. Please have your Parent Portal Letter on hand before beginning the process described below.

1. Go to the following web address: [http:// https://powerschool.howell.k12.nj.us/public/](http://https://powerschool.howell.k12.nj.us/public/) Click on the Create Account Tab, then click Create an Account



2. Enter the following required information:

Create Parent Account:

- a. Enter Parent First Name
- b. Enter Parent Last Name

- c. Enter Personal Email Address - PowerSchool will use this to account to email your username and password if you forget it
- d. Enter a Username for your new Parent Portal Account – this is not the Student's Access ID – it is your Account Username that you assign
- e. Enter a Password for your new Parent Portal Account (password must be at least 6 characters long with at least one number) – this is not the Student's Access Password – it is your Account Password that you assign
- f. Reenter the new password

Link Students to Parent Account - You should receive a Parent Portal Letter from the school with your students Access ID and Access Password

- g. Enter Student's Name
- h. Enter Access ID
- i. Enter Access Password
- j. Choose your relationship with your student from the drop down list

[If you have more than one student in your household that you wish to link to this account, scroll down to the next available block of student data entry, repeat steps g through j for each]

- k. Scroll all the way down to the bottom of the screen and Click Enter when finished entering all information

The screenshot shows a web form titled "Create Parent Account". It is divided into two main sections: "Parent Account Details" and "Link Students to Account".

Parent Account Details: This section contains several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". A red box highlights the "Desired Username", "Password", and "Re-enter Password" fields. A red arrow points to the "Desired Username" field. Below these fields, there is a note: "Password must: *Be at least 6 characters long".

Link Students to Account: This section is titled "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". It features a numbered list starting with "1". Below the number are four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". A red box highlights the "Access ID", "Access Password", and "Relationship" fields. A red arrow points to the "Access Password" field. The "Relationship" field is a dropdown menu with "-- Choose" selected.

3. You will be returned to the Parent Sign-In Screen – Enter your **new** username and password and click Sign In.
4. If you need to modify your account at anytime after it has been setup, you may do so as follows:
 - a. After logging in, from the Main Screen of the Parent Portal, click on Account Preferences
 - b. Then click on the Profile Tab
 - c. Make your changes to the fields on the screen
 - i. First Name, Last Name, Email and Language (primary language spoken at home)
 - ii. To edit your username, click on the Pencil Icon across from Username
 - iii. To edit your password, click on the Pencil Icon across from Current Password
 - d. Click Save when finished with your modifications

Welcome, **John Smith** | [Help](#) | [Sign Out](#)

PowerSchool

Andrew

Navigation

- Grade History
- Historical Grades
- Attendance History
- Teacher Comments
- Class Registration
- Account Preferences**
- Demographic Info
- My Schedule

Profile | Students

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	<input type="text" value="John"/>
Last Name:	<input type="text" value="Smith"/>
Email:	<input type="text" value="jsmith@howell.k12.nj.u"/>
Select Language	<input type="text" value="Select a Language"/>
Username:	<input type="text" value="jsmith"/>
Current Password:	<input type="password" value="*****"/>

5. To add a student to your account:
 - a. After logging in, from the Main Screen of the Parent Portal, click on Account Preferences
 - b. Click on the Students tab
 - c. Click on the Add button
 - d. Enter the required information as you did with your first student
 - e. Click Submit

