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/ Click on the Create Account Tab, then click Create an Account
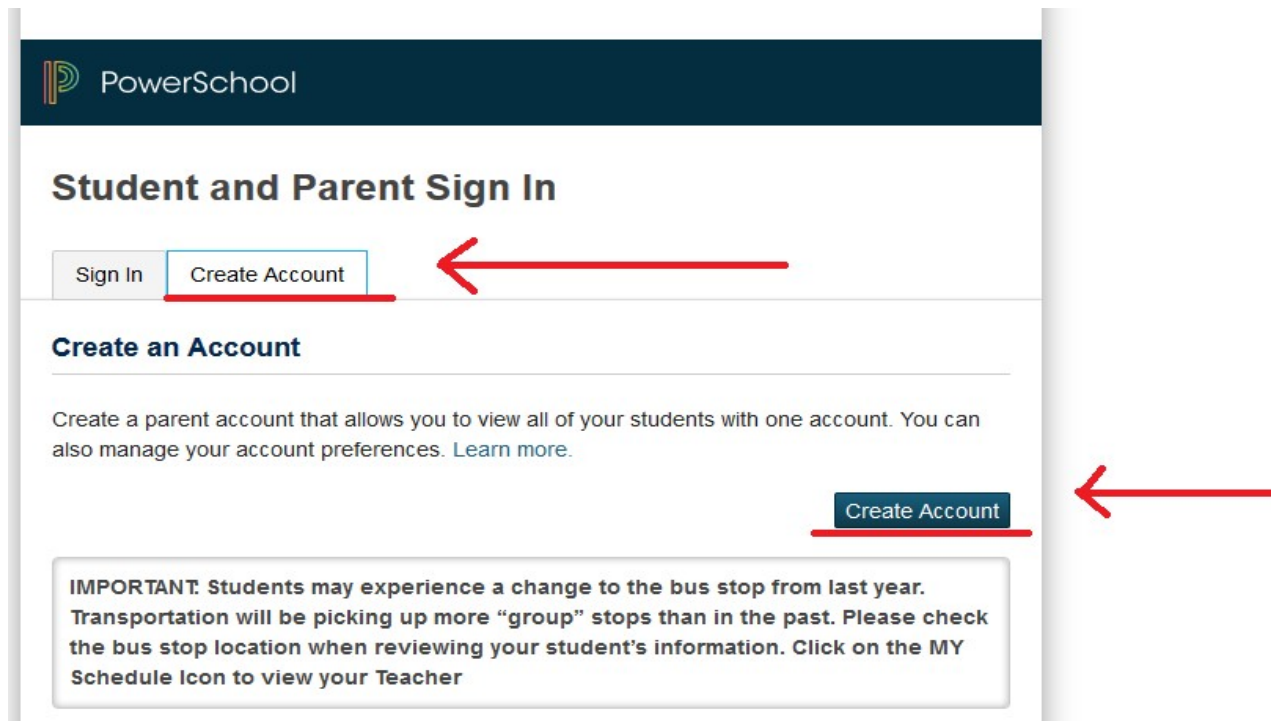
2. Enter the following required information:

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

Create Parent Account

Parent Account Details

First Name	
Last Name	
Email	
Desired Username	
Password	
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

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Student Name	
Access ID	
Access Password	
Relationship	-- Choose

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

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 your did with your first student
   e. Click Submit