



PowerSchool

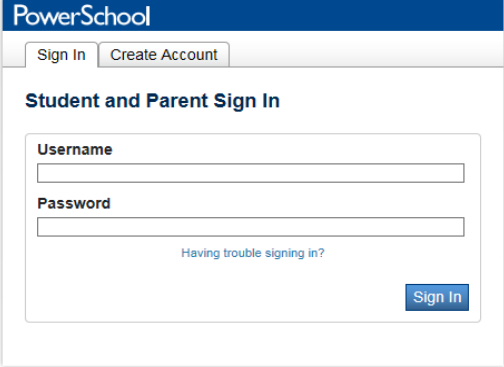
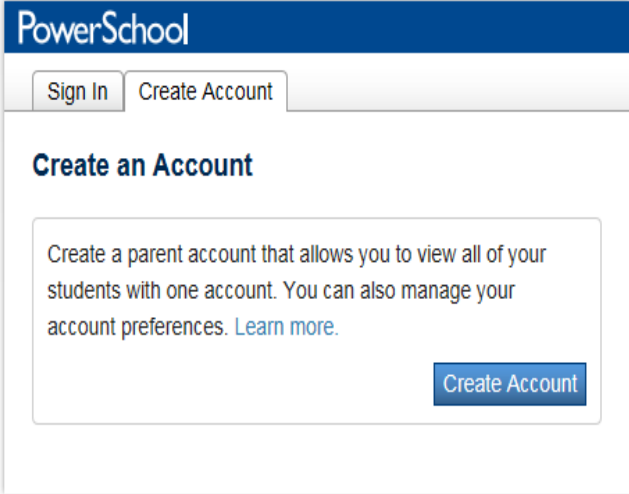
Diocese of Metuchen PowerSchool Parent Portal User Guide

Pearson introduced a new login system called **Single Sign on (SSO) for PowerSchool** several years ago for parents. Single Sign on gives parents more convenient access to PowerSchool data for their multiple children enrolled in Diocese of Metuchen schools. Single sign on feature allows parents and guardians to create their own individual login information and provides them ability to access all their students' information with a single login. In addition, Single Sign on allows users to retrieve forgotten login and password information themselves rather than requiring to contact children's school.

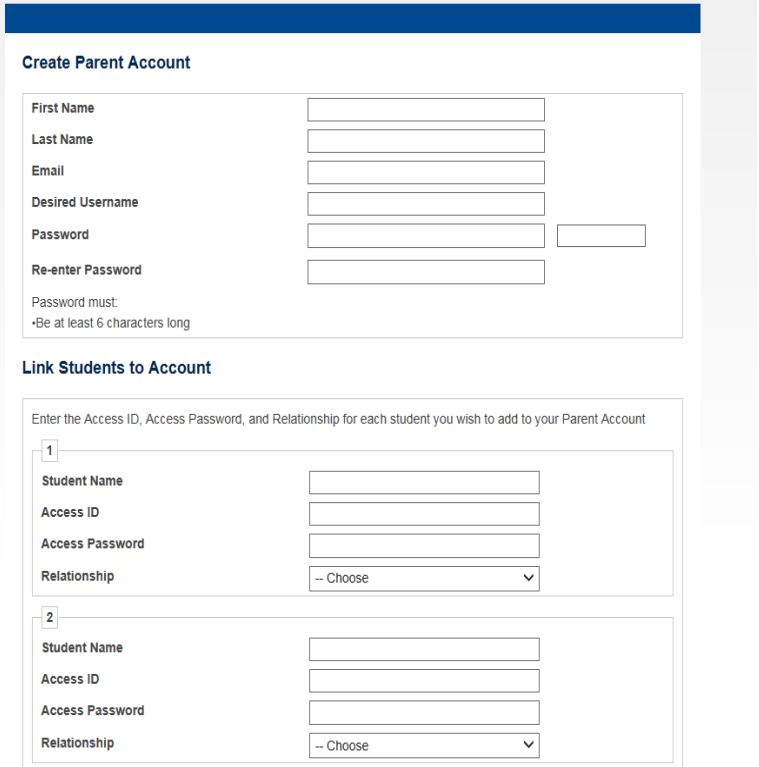
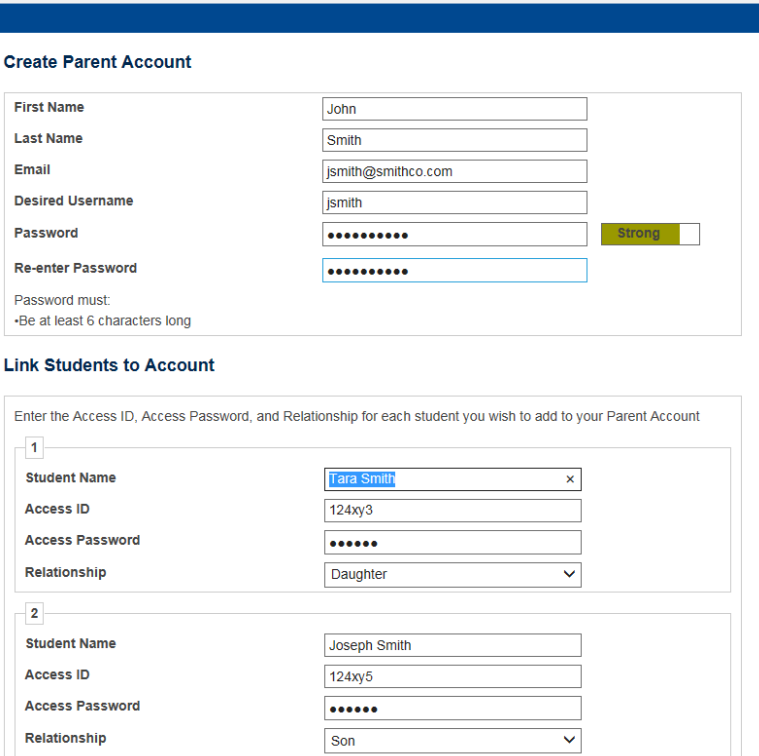
Each school will provide instructions and access codes you need to create PowerSchool account or if you have any questions please contact your School's PowerSchool Coordinator. Before you begin, make sure you have received your confidential parent/guardian access ID and password assigned to your each child from child's school.

The web address of Diocese of Metuchen School parents/guardians to login to PowerSchool is:
<https://diometuchen.powerschool.com>

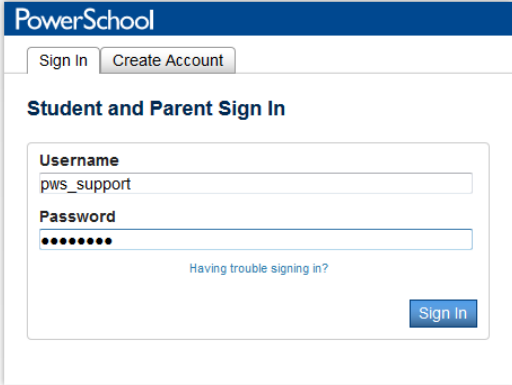
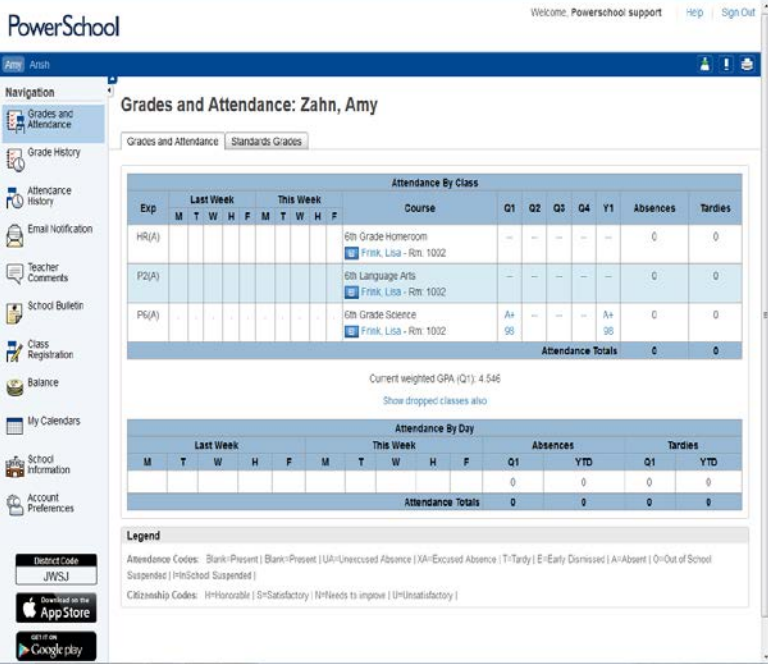


Instruction	Screen shots
<p>To Create Single Sign on account</p> <ol style="list-style-type: none">1. Go to Diocese of Metuchen PowerSchool Parent Portal Link: https://diometuchen.powerschool.com2. This link will bring you to the Parent Portal Sign in screen.	 <p>The screenshot shows the PowerSchool login interface. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two tabs: 'Sign In' (selected) and 'Create Account'. The main heading is 'Student and Parent Sign In'. There are two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Having trouble signing in?'. A blue 'Sign In' button is located at the bottom right of the form. At the bottom of the page, there is a copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'</p>
<ol style="list-style-type: none">3. Click “Create Account Tab” and “Create Account Button” to create PowerSchool Parent Account.	 <p>The screenshot shows the PowerSchool 'Create an Account' page. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two tabs: 'Sign In' and 'Create Account' (selected). The main heading is 'Create an Account'. Below the heading is a text box that says: '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.' A blue 'Create Account' button is located at the bottom right of the text box. At the bottom of the page, there is a copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'</p>

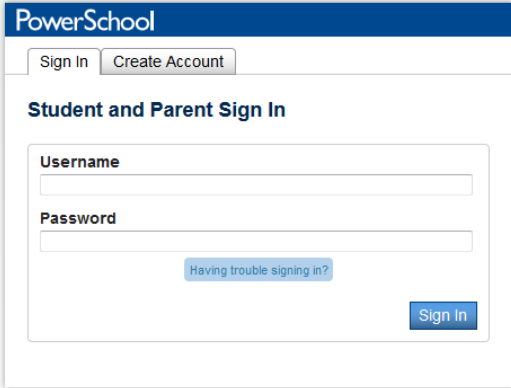


Instruction	Screen shots
<p>4. Enter the following information under “Create Parent Account” fields.</p> <ul style="list-style-type: none"> • First Name • Last Name • Your Email Address • Desired User Name • Password • Re-Enter Password 	 <p>The screenshot shows the 'Create Parent Account' form with the following fields: First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. Below this is the 'Link Students to Account' section with a heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. It contains two student entry forms, each with fields for Student Name, Access ID, Access Password, and Relationship (a dropdown menu).</p>
<p>5. Once you have entered your log in information, scroll to enter the information for your child/children.</p> <p>6. <i>Each School provide parents the “Parent Access IDs and Password” letter for each student. Please contact your child’s school to obtain Access ID and Access password to create single sign on Account.</i></p> <p>7. Enter the following for each student.</p> <ul style="list-style-type: none"> • Student Name • Access ID • Access Password • Relationship to student <p>When finished, click Enter button.</p>	 <p>The screenshot shows the 'Create Parent Account' form with the following filled-in information: First Name: John, Last Name: Smith, Email: jsmith@smithco.com, Desired Username: jsmith, Password: [masked], Re-enter Password: [masked]. The password strength indicator shows 'Strong'. Below is the 'Link Students to Account' section with the same heading. It contains two student entry forms: Student 1 (Tara Smith, Access ID: 124xy3, Access Password: [masked], Relationship: Daughter) and Student 2 (Joseph Smith, Access ID: 124xy5, Access Password: [masked], Relationship: Son).</p>



Instruction	Screen shots
<p>7. Sign in to PowerSchool Parent Portal account after creating successful log in information.</p>	 <p>The screenshot shows the PowerSchool login interface. At the top, there are buttons for 'Sign In' and 'Create Account'. Below this is the 'Student and Parent Sign In' section, which includes a 'Username' field with the text 'pws_support' and a 'Password' field with masked characters. A link for 'Having trouble signing in?' is located below the password field. A 'Sign In' button is positioned at the bottom right of the form. At the very bottom of the page, a copyright notice reads: 'Copyright © 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'</p>
<p>9. Each student has their own tab under the PowerSchool Logo. Click on student's name to view information.</p>	 <p>The screenshot displays the 'Grades and Attendance' page for a student named Amy Zahn. The page features a navigation sidebar on the left with icons for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, School Information, and Account Preferences. The main content area is titled 'Grades and Attendance: Zahn, Amy' and includes tabs for 'Grades and Attendance' and 'Standards Grades'. The primary data is presented in an 'Attendance By Class' table, which shows attendance records for three classes: HR(A) 6th Grade Homeroom, P2(A) 6th Language Arts, and P5(A) 6th Grade Science. The table includes columns for 'Exp', 'Last Week', 'This Week', 'Course', 'Q1-Q4', 'Y1', 'Absences', and 'Tardies'. Below this table, the 'Current weighted GPA (Q1): 4.546' is displayed, along with a link to 'Show dropped classes also'. An 'Attendance By Day' table follows, showing daily attendance for 'Last Week' and 'This Week' with columns for 'M', 'T', 'W', 'H', 'F', 'Q1', 'YTD', and 'Tardies'. A 'Legend' section at the bottom explains the attendance codes used in the tables.</p>



Instruction	Screen shots
<p>10. Are you having trouble signing in to PowerSchool after creating account?</p> <ul style="list-style-type: none"> • Click on “ Having trouble signing in?” link under sign in tab 	
<p>11. Click “forgot password tab” to retrieve the password information. You will need to enter your user name and email address used to create the account.</p> <p>12. If you are having difficulty with user name and password, click on “forgot username? Tab” and enter email address used for PowerSchool Account and click enter.</p> <p>13. You will receive an email with link to reset the password. If you’ve difficulty signing in, please contact your child’s school.</p>	