



# PowerSchool

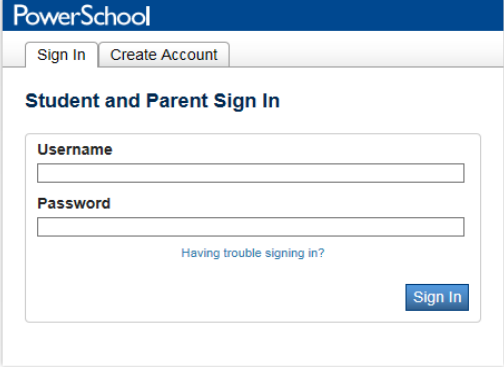
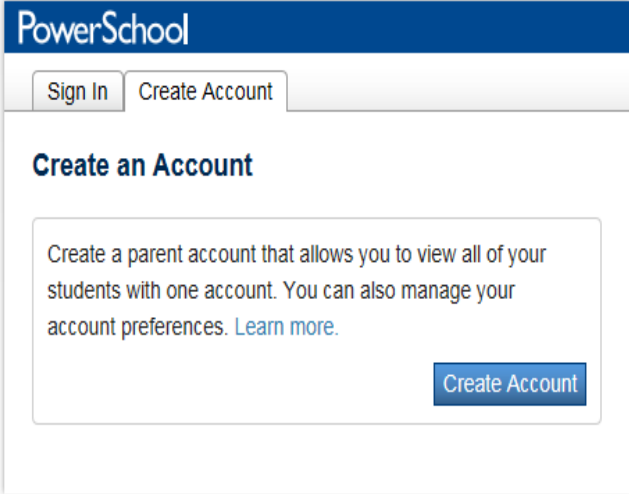
## Diocese of Metuchen PowerSchool Parent Portal User Guide

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.

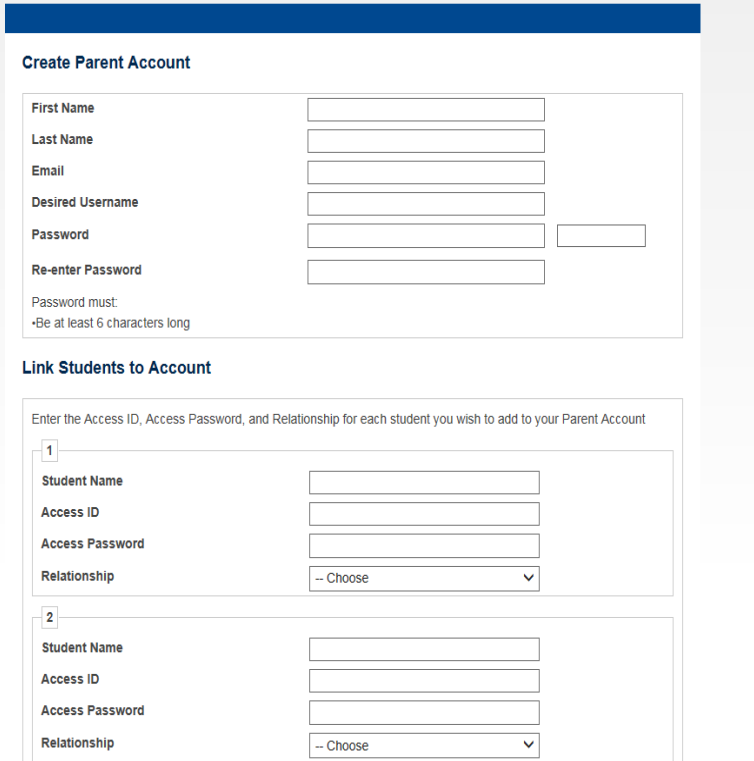
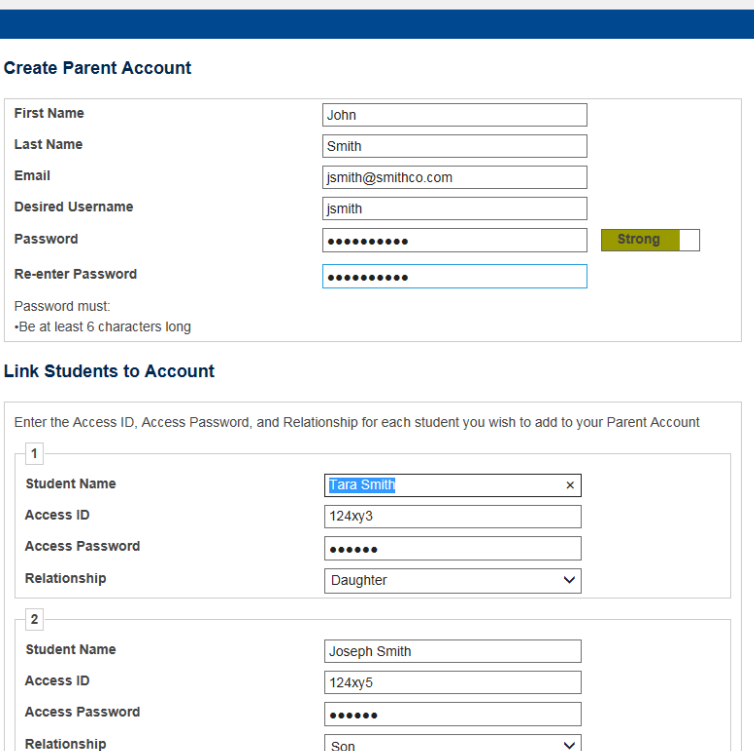
Each school will provide instructions and access codes you need to create PowerSchool account or if you have any questions please contact your School's PowerSchool Coordinator. Before you begin, make sure you have received your confidential parent/guardian access ID and password assigned to your each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

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

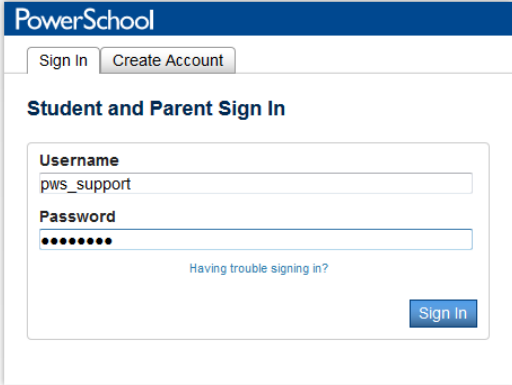
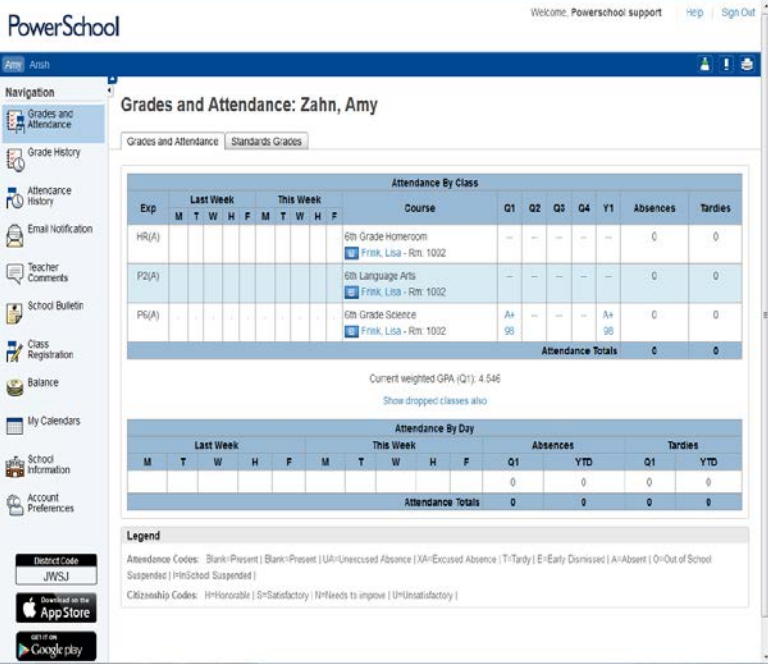


Instruction	Screen shots
<p><b>To Create Single Sign on account</b></p> <ol style="list-style-type: none"><li>1. Go to Diocese of Metuchen PowerSchool Parent Portal Link: <a href="https://diometuchen.powerschool.com">https://diometuchen.powerschool.com</a></li><li>2. This link will bring you to the Parent Portal Sign in screen.</li></ol>	 <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"><li>3. Click “Create Account Tab” and “Create Account Button” to create PowerSchool Parent Account.</li></ol>	 <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, there 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. <a href="#">Learn more.</a>' A blue 'Create Account' 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>

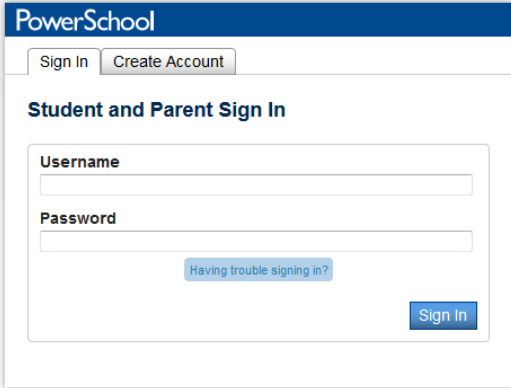


Instruction	Screen shots
<p>4. Enter the following information under “Create Parent Account” fields.</p> <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Your Email Address</li> <li>• Desired User Name</li> <li>• Password</li> <li>• Re-Enter Password</li> </ul>	 <p>The 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 numbered rows (1 and 2), each with fields for Student Name, Access ID, Access Password, and a Relationship 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"> <li>• Student Name</li> <li>• Access ID</li> <li>• Access Password</li> <li>• Relationship to student</li> </ul> <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. Row 1 has Student Name: Tara Smith, Access ID: 124xy3, Access Password: [masked], and Relationship: Daughter. Row 2 has Student Name: Joseph Smith, Access ID: 124xy5, Access Password: [masked], and Relationship: Son.</p>



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<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 various options like 'Grades and Attendance', 'Grade History', and 'Attendance History'. The main content area is titled 'Grades and Attendance: Zahn, Amy' and includes a sub-tab for 'Standards Grades'. It contains two tables: 'Attendance By Class' and 'Attendance By Day'. Below these tables, it shows the 'Current weighted GPA (Q1): 4.546' and a link to 'Show dropped classes also'. A legend at the bottom explains the attendance codes used in the tables.</p> <table border="1" data-bbox="852 1037 1471 1226"> <caption>Attendance By Class</caption> <thead> <tr> <th rowspan="2">Exp</th> <th colspan="4">Last Week</th> <th colspan="4">This Week</th> <th rowspan="2">Course</th> <th rowspan="2">Q1</th> <th rowspan="2">Q2</th> <th rowspan="2">Q3</th> <th rowspan="2">Q4</th> <th rowspan="2">Y1</th> <th rowspan="2">Absences</th> <th rowspan="2">Tardies</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>H</th> <th>M</th><th>T</th><th>W</th><th>H</th> </tr> </thead> <tbody> <tr> <td>HR(A)</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> <td>6th Grade Homeroom Frnk, Lisa - Rtn. 1002</td> <td>-</td><td>-</td><td>-</td><td>-</td><td>-</td> <td>0</td><td>0</td> </tr> <tr> <td>P2(A)</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> <td>6th Language Arts Frnk, Lisa - Rtn. 1002</td> <td>-</td><td>-</td><td>-</td><td>-</td><td>-</td> <td>0</td><td>0</td> </tr> <tr> <td>PS(A)</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> <td>6th Grade Science Frnk, Lisa - Rtn. 1002</td> <td>A+</td><td>95</td><td>-</td><td>-</td><td>A+</td><td>98</td> <td>0</td><td>0</td> </tr> <tr> <td colspan="16" style="text-align: right;"><b>Attendance Totals</b></td> <td><b>0</b></td><td><b>0</b></td> </tr> </tbody> </table> <table border="1" data-bbox="852 1283 1471 1373"> <caption>Attendance By Day</caption> <thead> <tr> <th rowspan="2"></th> <th colspan="4">Last Week</th> <th colspan="4">This Week</th> <th colspan="2">Absences</th> <th colspan="2">Tardies</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>H</th> <th>M</th><th>T</th><th>W</th><th>H</th> <th>Q1</th><th>YTD</th> <th>Q1</th><th>YTD</th> </tr> </thead> <tbody> <tr> <td></td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> <td>0</td><td>0</td> <td>0</td><td>0</td> </tr> <tr> <td colspan="12" style="text-align: right;"><b>Attendance Totals</b></td> <td><b>0</b></td><td><b>0</b></td><td><b>0</b></td><td><b>0</b></td> </tr> </tbody> </table> <p><b>Legend</b>  Attendance Codes: Blank=Present   Blank=Present   UA=Unexcused Absence   XA=Excused Absence   T=Tardy   E=Early Dismissed   A=Absent   O=Out of School  Suspended   H=School Suspended    Citizenship Codes: H=Honorable   S=Satisfactory   N=Needs to improve   U=Unsatisfactory  </p>	Exp	Last Week				This Week				Course	Q1	Q2	Q3	Q4	Y1	Absences	Tardies	M	T	W	H	M	T	W	H	HR(A)									6th Grade Homeroom Frnk, Lisa - Rtn. 1002	-	-	-	-	-	0	0	P2(A)									6th Language Arts Frnk, Lisa - Rtn. 1002	-	-	-	-	-	0	0	PS(A)									6th Grade Science Frnk, Lisa - Rtn. 1002	A+	95	-	-	A+	98	0	0	<b>Attendance Totals</b>																<b>0</b>	<b>0</b>		Last Week				This Week				Absences		Tardies		M	T	W	H	M	T	W	H	Q1	YTD	Q1	YTD										0	0	0	0	<b>Attendance Totals</b>												<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Instruction	Screen shots
<p>10. Are you having trouble signing in to PowerSchool after creating account?</p> <ul style="list-style-type: none"> <li>• Click on “ Having trouble signing in?” link under sign in tab</li> </ul>	
<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>	