



PowerSchool

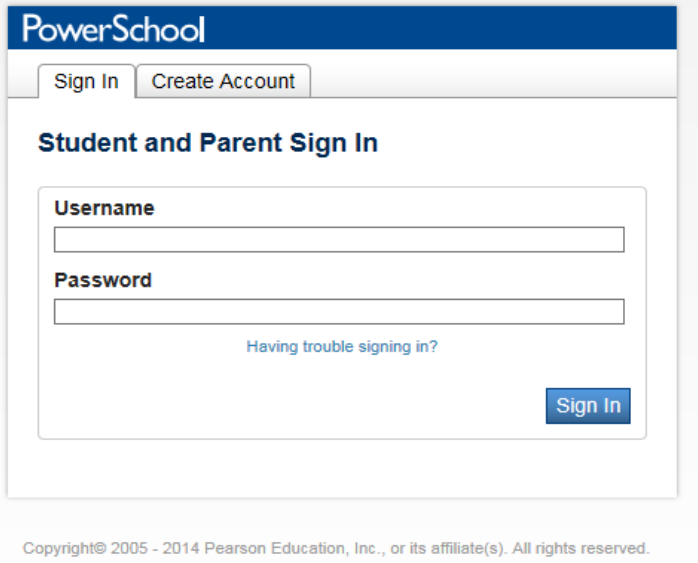
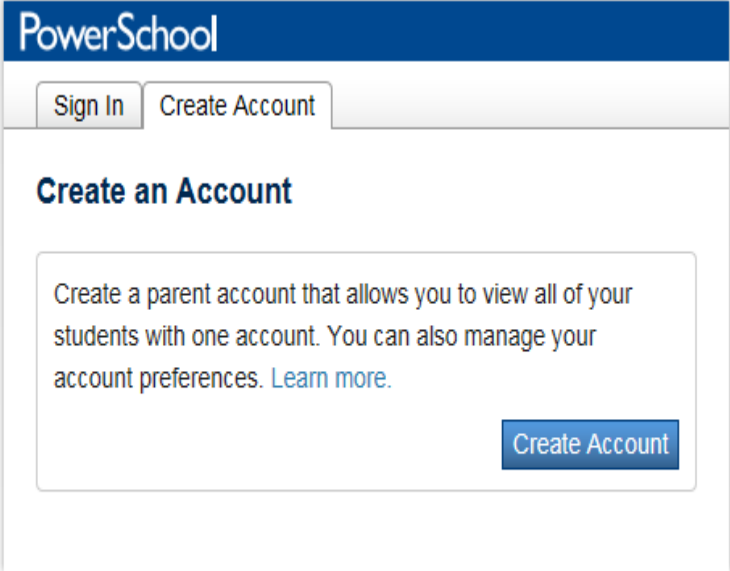
Diocese of Metuchen PowerSchool Parent Portal User Guide

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 features allow parents and guardians to create their own individual Powerschool account and provide them ability to access all their children information with a single login. In addition, Single Sign on allows users to retrieve forgotten login and password information themselves using the email account linked to Powerschool.

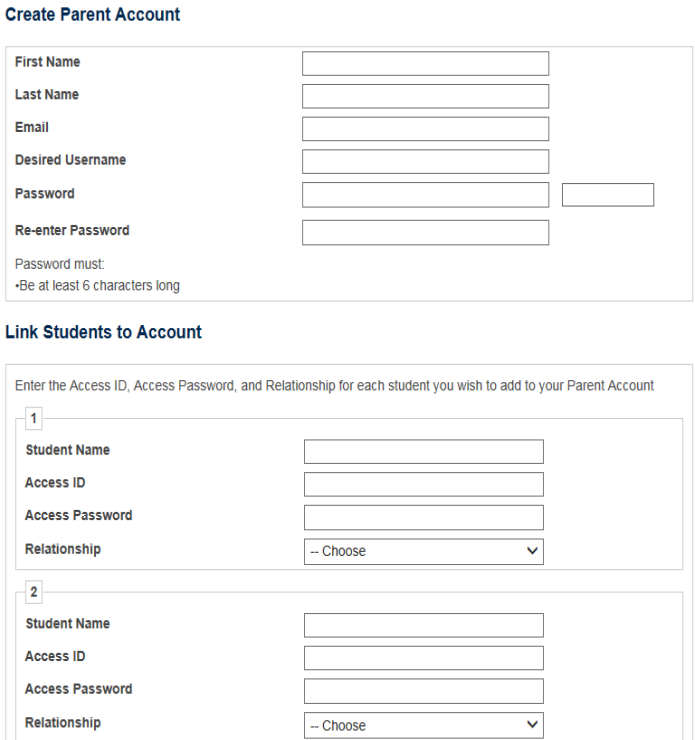
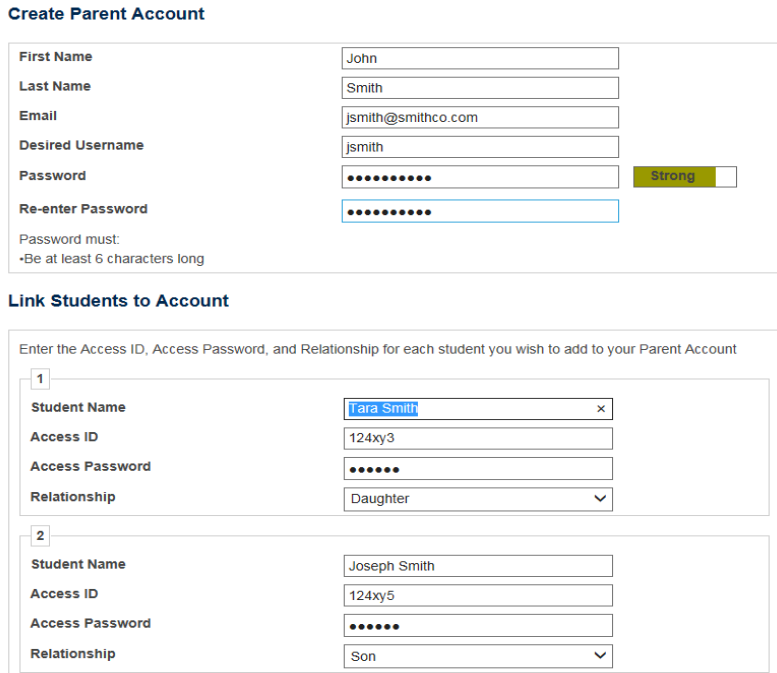
Before you begin, make sure you have received your confidential parent/guardian access ID and password assigned to your each child from the school.

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

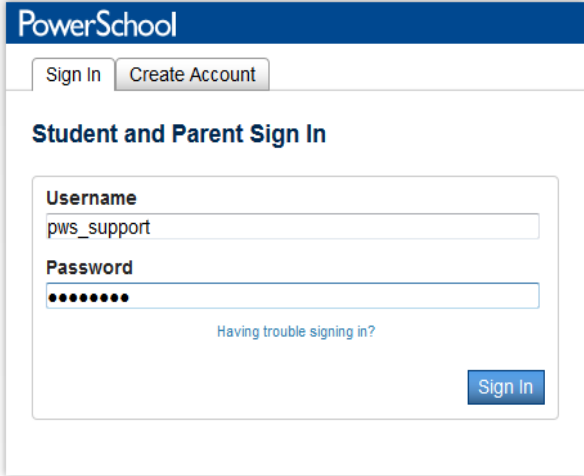
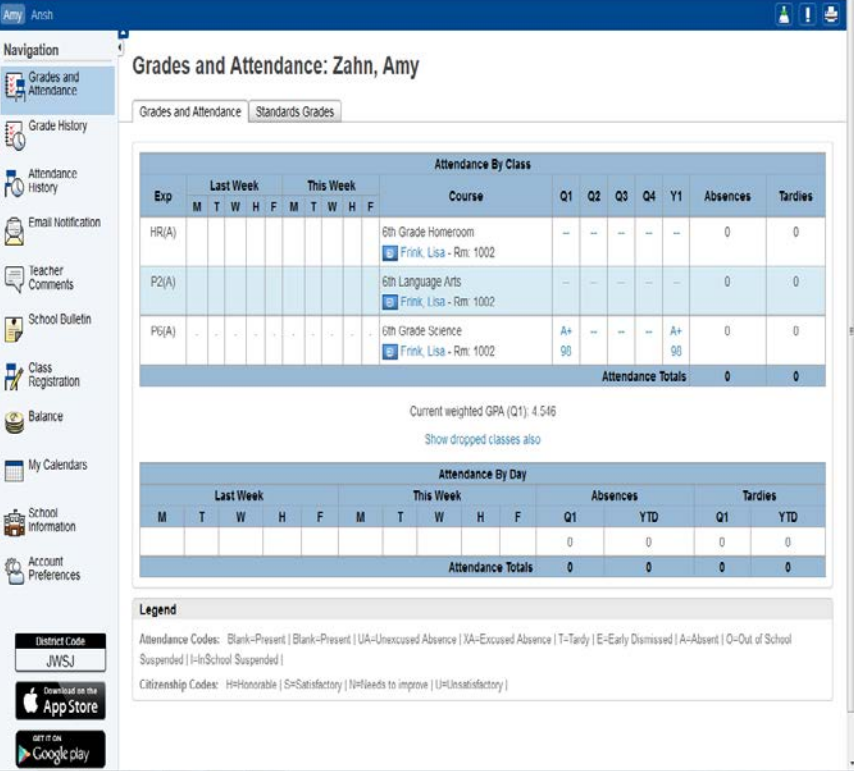


Instruction	Screen shots
<p>To Create Single Sign on account</p> <ol style="list-style-type: none"> 1. Go to Diocese of Metuchen PowerSchool Parent Portal Link: https://diometuchen.powerschool.com 2. This link will direct the page to Parent Portal Sign in screen. 	 <p>The screenshot shows the PowerSchool login interface. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two tabs: 'Sign In' (which is 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?'. At the bottom right of the form is a blue 'Sign In' button. At the very bottom of the page, there is a small copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'</p>
<ol style="list-style-type: none"> 3. Switch the page by clicking “Create Account” tab and “Create Account” button for creating PowerSchool Parent Account. 	 <p>The screenshot shows the PowerSchool 'Create an Account' page. It has the same blue header and 'PowerSchool' logo. The tabs are 'Sign In' and 'Create Account' (which is 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.' At the bottom right of this text box is a blue 'Create Account' button. At the very bottom of the page, there is a small copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'</p>

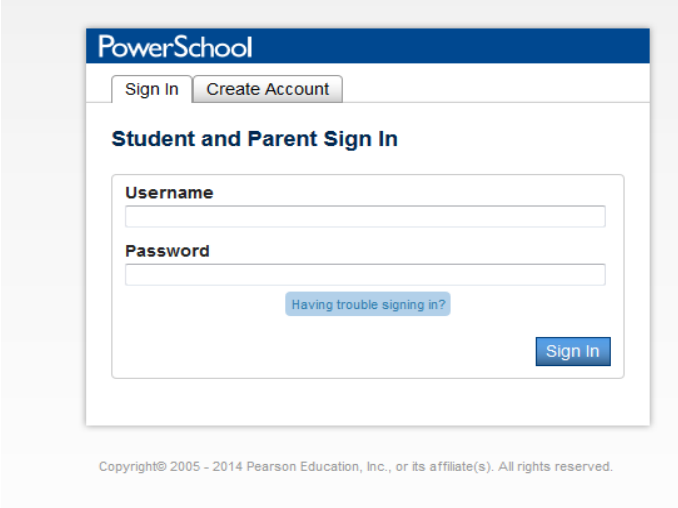
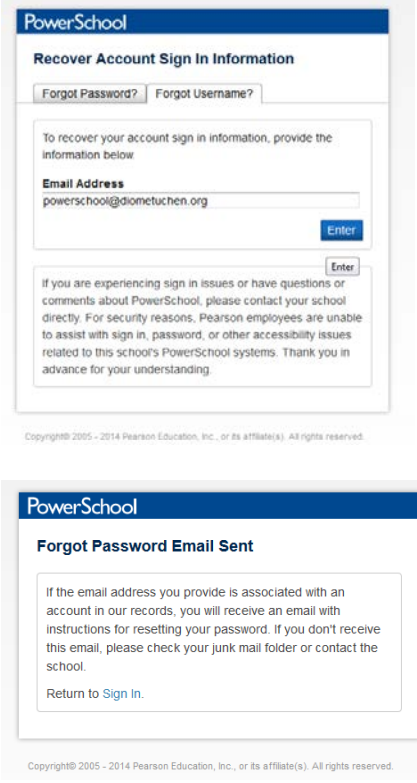


Instruction	Screen shots
<p>4. Enter the following information under “Create Parent Account” fields.</p> <ul style="list-style-type: none"> • First Name • Last Name • Your Email Address • Desired User Name • Password • Re-Enter Password 	
<p>5. After entering information under Parent Account, scroll the page to enter information under Link Students to Account fields. The Diocesan Schools provide parent or guardian a report called “Parent Access IDs and Password” for the individual student. Please contact your child’s school to obtain Access ID and Access password for creating single sign on account.</p> <p>6. 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>	



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 page. At the top, there are 'Sign In' and 'Create Account' buttons. Below is the 'Student and Parent Sign In' section with fields for 'Username' (containing 'pws_support') and 'Password' (masked with dots). A 'Sign In' button is at the bottom right. A link for 'Having trouble signing in?' is also present.</p>																																																																																																																																																																								
<p>8. Once you login with your account information, you will be directed to PowerSchool Parent Portal main page. This page contains separate link for each student. Click on student's name to view information.</p>	 <p>The screenshot shows the 'Grades and Attendance' page for a student named Amy Arsh. The page title is 'Grades and Attendance: Zahn, Amy'. It features a navigation sidebar on the left with options like 'Grades and Attendance', 'Grade History', 'Attendance History', etc. The main content area includes a table for 'Attendance By Class' and a table for 'Attendance By Day'. Below these tables, it shows the 'Current weighted GPA (Q1): 4.546' and a 'Legend' for attendance and citizenship codes.</p> <table border="1" data-bbox="797 1024 1484 1262"> <caption>Attendance By Class</caption> <thead> <tr> <th rowspan="2">Exp</th> <th colspan="5">Last Week</th> <th colspan="5">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>F</th> <th>M</th><th>T</th><th>W</th><th>H</th><th>F</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></td><td></td> <td>8th Grade Homeroom Frink, Lisa - Rm. 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></td><td></td> <td>8th Language Arts Frink, Lisa - Rm. 1002</td> <td>--</td><td>--</td><td>--</td><td>--</td><td>--</td> <td>0</td><td>0</td> </tr> <tr> <td>PG(A)</td> <td>-</td><td>-</td><td>-</td><td>-</td><td>-</td> <td>-</td><td>-</td><td>-</td><td>-</td><td>-</td> <td>8th Grade Science Frink, Lisa - Rm. 1002</td> <td>A+</td><td>--</td><td>--</td><td>--</td><td>A+</td> <td>0</td><td>0</td> </tr> <tr> <td colspan="17" style="text-align: right;">Attendance Totals</td> <td>0</td><td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="797 1339 1484 1457"> <caption>Attendance By Day</caption> <thead> <tr> <th rowspan="2"></th> <th colspan="5">Last Week</th> <th colspan="5">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>F</th> <th>M</th><th>T</th><th>W</th><th>H</th><th>F</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></td><td></td> <td>0</td><td>0</td> <td>0</td><td>0</td> </tr> <tr> <td colspan="15" style="text-align: right;">Attendance Totals</td> <td>0</td><td>0</td> <td>0</td><td>0</td> </tr> </tbody> </table>	Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	Y1	Absences	Tardies	M	T	W	H	F	M	T	W	H	F	HR(A)											8th Grade Homeroom Frink, Lisa - Rm. 1002	--	--	--	--	--	0	0	P2(A)											8th Language Arts Frink, Lisa - Rm. 1002	--	--	--	--	--	0	0	PG(A)	-	-	-	-	-	-	-	-	-	-	8th Grade Science Frink, Lisa - Rm. 1002	A+	--	--	--	A+	0	0	Attendance Totals																	0	0		Last Week					This Week					Absences		Tardies		M	T	W	H	F	M	T	W	H	F	Q1	YTD	Q1	YTD												0	0	0	0	Attendance Totals															0	0	0	0
Exp	Last Week					This Week					Course	Q1									Q2	Q3	Q4	Y1	Absences	Tardies																																																																																																																																															
	M	T	W	H	F	M	T	W	H	F																																																																																																																																																															
HR(A)											8th Grade Homeroom Frink, Lisa - Rm. 1002	--	--	--	--	--	0	0																																																																																																																																																							
P2(A)											8th Language Arts Frink, Lisa - Rm. 1002	--	--	--	--	--	0	0																																																																																																																																																							
PG(A)	-	-	-	-	-	-	-	-	-	-	8th Grade Science Frink, Lisa - Rm. 1002	A+	--	--	--	A+	0	0																																																																																																																																																							
Attendance Totals																	0	0																																																																																																																																																							
	Last Week					This Week					Absences		Tardies																																																																																																																																																												
	M	T	W	H	F	M	T	W	H	F	Q1	YTD	Q1	YTD																																																																																																																																																											
											0	0	0	0																																																																																																																																																											
Attendance Totals															0	0	0	0																																																																																																																																																							



Instruction	Screen shots
<p>9. Are you having trouble signing in to PowerSchool after creating an account?</p> <ul style="list-style-type: none"> Click on “ Having trouble signing in?” link under sign in tab 	
<p>10. Click “forgot password tab” to retrieve the password information. You will need to enter your user name and email address used to create PowerSchool account.</p> <p>11. If you are having difficulty with user name and password, click on “forgot username?” tab and enter email address used for creating PowerSchool Account and click enter.</p> <p>12. You will receive an email link to reset the password. If you’ve difficulty signing in, please contact your child’s school.</p>	

Note: If you are experiencing sign in issues or have questions about PowerSchool, please contact your school directly. For security reasons, Diocesan support staff are unable to assist Parents/Guardian with sign in, password, or other accessibility issues related to PowerSchool System. Thank you in advance for your understanding.