

CHESTER SCHOOLS

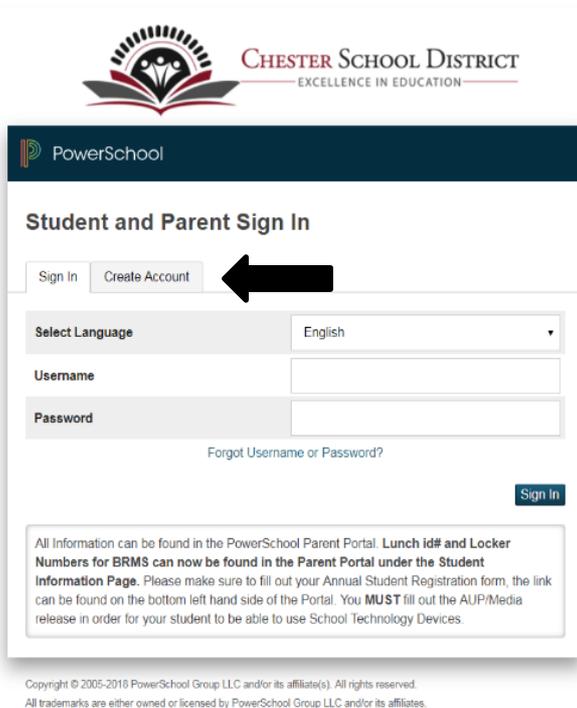
POWERSCHOOL Parent Users Guide 2020-2021

Creating your Account

Go to the Chester School District Home Page <https://chester-nj.powerschool.com/public/home.html>

The following screen appears:

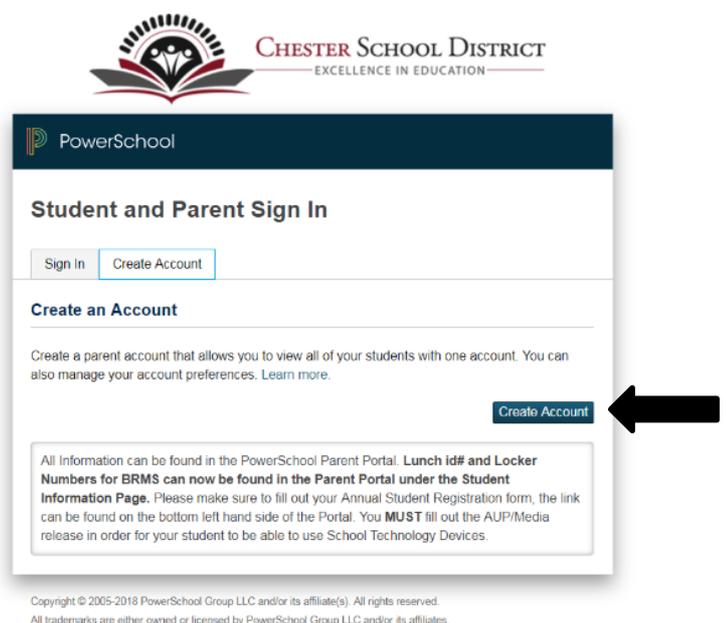
- Click the **Create Account** button.



The screenshot shows the PowerSchool login page for Chester School District. At the top left is the PowerSchool logo. Below it is the title "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A black arrow points to the "Create Account" button. Below the buttons is a "Select Language" dropdown menu set to "English". There are input fields for "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". At the bottom right of the form is a "Sign In" button. Below the form is a text box with information about the Parent Portal and BRMS.

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- Click the **Create Account** button on the next screen.



The screenshot shows the PowerSchool "Create an Account" page. At the top left is the PowerSchool logo. Below it is the title "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below the buttons is the heading "Create an Account". Below the heading is a paragraph of text: "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 the form is a "Create Account" button. A black arrow points to the "Create Account" button. Below the form is a text box with information about the Parent Portal and BRMS.

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PowerSchool

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Powered email *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.

1

Student Name

Access ID

Access Password

Relationship

Parent Account Details

- Enter your First Name.
- Enter your Last Name.
- Enter your Email address.
- Enter a Username you will use to log into your account.
- Enter a Password.

Link Students to Account

- Enter the Student Name, (first and last).
- Enter student's Access ID.
- Enter student's Access Password.
Please contact your school's office if you do not have the Access ID and Password as you will not be able to add your student, or click [here](#).
- Select your relationship to the student.
- Click Enter when completed.
- Assuming you are successful, you will receive this message.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

[Having trouble logging in?](#)

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

Do not set your browser to save passwords to this site. It will cause your password to appear not to work!

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.



- Select the appropriate name to change the page to that student's information.

What if you forget your login information?

On the login page, click **Forgot Username or Password?**

If you forgot your Password:

- Fill in your Username.
- Fill in your E-Mail Address.
- Click **Enter**.

The system will send you an email from powerschoolalerts containing instructions on how to reset your password.

It is important to note that the link to reset your password is only good for 24 hours. If you fail to reset the password in that allotted time, you will need to repeat the process.

If you forgot your Username:

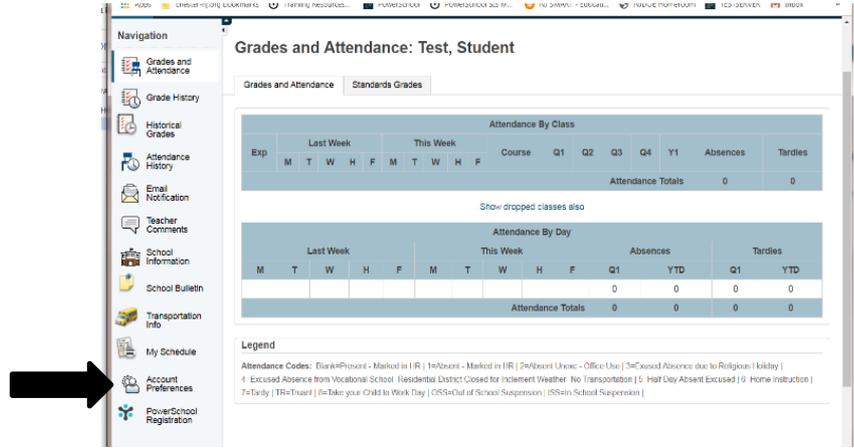
- Click the **Forgot Username?** tab.
- Enter your Email Address.
- Click **Enter**.

The system will send you an email from powerschoolalerts listing your username.

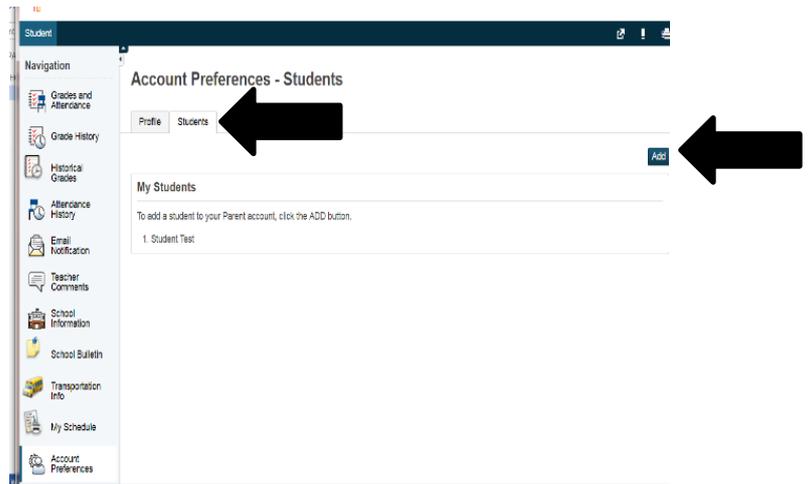
This is a screenshot of the PowerSchool 'Student and Parent Sign In' page. At the top, there is the PowerSchool logo and the Chester School District logo with the tagline 'EXCELLENCE IN EDUCATION'. Below the logo is a 'Sign In' button and a 'Create Account' button. There is a 'Select Language' dropdown menu set to 'English'. Below that are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. At the bottom right is a 'Sign In' button. A text box at the bottom contains information about BIRMS and AUP/Media release. Copyright information is at the very bottom.This is a screenshot of the PowerSchool 'Recover Account Sign In Information' page. At the top, there is the PowerSchool logo and the Chester School District logo with the tagline 'EXCELLENCE IN EDUCATION'. Below the logo are two tabs: 'Forgot Password?' and 'Forgot Username?'. The 'Forgot Username?' tab is selected. Below the tabs is a text box stating: 'Parents, to recover your password, provide the information below. Students need to contact the school directly.' There are input fields for 'Parent Username' and 'Parent Email Address'. An 'Enter' button is at the bottom right. A text box at the bottom contains information about sign-in issues and security reasons. Copyright information is at the very bottom.

Adding siblings at a later date

- Log into PowerSchool.
- Click **Account Preferences**.



- Click the **Students** tab.
- Click **Add**.



- Enter Student Name.
- Enter Access ID.
- Enter Access Password.
- Select Relationship.
- Click **OK**.

The student now appears in the Students tab.

