

CHESTER SCHOOLS

POWERSCHOOL Parent Users Guide 2015-2016

Dear Parent/Guardian,

Please read this important information so you can access your students PowerSchool information. Parents/Guardians have the ability to create an account that will allow you to access all your students from a SINGLE LOGIN. You will also be able to create your own User Names and Passwords.

Parent Single Sign-On offers a number of benefits, including access to multiple students with one login, a personalized account for each parent and guardian, and the ability for parents/guardians to retrieve their own login information. Parent Single Sign-On changes the way in which parents/guardians access their students' academic records using the PowerSchool Parent Portal.

To create your new Single Sign-On Account you will need the following information:

- **Name** - Your First and Last Name
- **Email** – Email address to receive student notifications/correspondence
- **Desired User Name** – A unique user name (Case Sensitive)
- **Password** - Password must be at least 6 characters long (Case Sensitive)
- **Student Access Information** - Information for a minimum of one student, including the student name, your Current Parent ID (Access ID), your Current Parent Password (Access Password), and your relationship to the student

***The Single Sign-On is for Parents/Guardians Only. It will not change the Students Login and Password Process.**

You will need to go to the PowerSchool login page:
www.chester-nj.org - Parents Tab – Here you will see several help documents, a video and the link to the parent portal login page.

You will see the following screen:

1. Click the Create Account button

The screenshot shows two main sections: 'Login' and 'Create an Account'. The 'Login' section includes a 'User Name' input field, a 'Password' input field, a 'Submit' button, and a link that says 'Having trouble logging in?'. The 'Create an Account' section includes a 'Create Account' button. A black arrow points from the text 'Click the Create Account button' to the 'Create Account' button.

2. The screen below will appear

Create Parent/Guardian Account

First Name	<input type="text" value="Joshua"/>
Last Name	<input type="text" value="Toll"/>
Email	<input type="text" value="jtoll@mail.com"/>
Desired User Name	<input type="text" value="jtoll"/>
Password	<input type="password" value="....."/> Strong
Re-enter Password	<input type="password" value="....."/>

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student	Student Name	Access ID	Access Password	Relationship
1.	Alex Toll	2684	Father, natural/adoptive ▼
2.				-- Choose ▼
3.				-- Choose ▼
4.				-- Choose ▼
5.				-- Choose ▼
6.				-- Choose ▼
7.				-- Choose ▼

This is where you will setup access to ALL your students.

- Enter an E-Mail address – Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (No apostrophe's and do not use any email address).
- Password (No apostrophe's and it must be at least six characters)
- Enter the Name of each Student you wish to associate with.
- Enter the Access ID and Access Password for each student. *****Access ID's and Access are the codes you currently use.*****

- Select the relationship you are to the student.

3. Click Enter when you have completed this link to all of your students.

4. 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 on Having Trouble Logging in?

If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.

If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.