

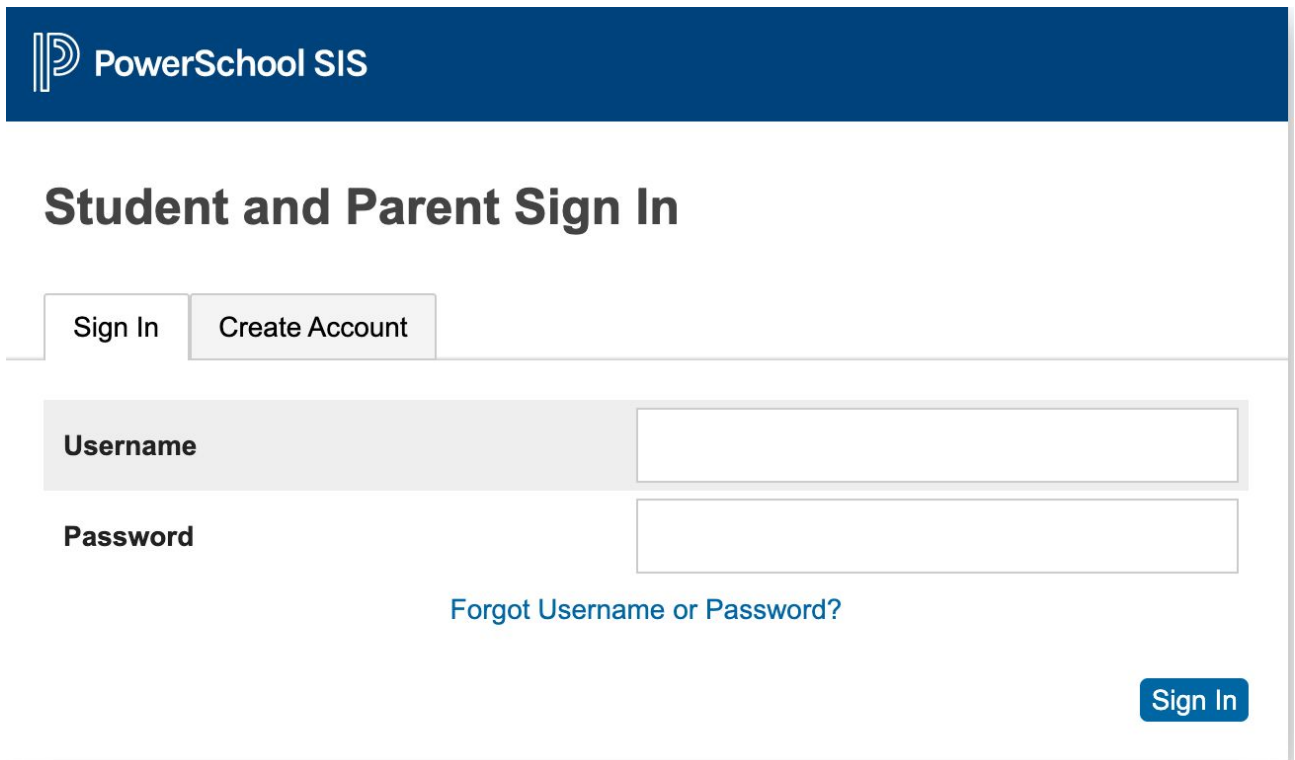
PowerSchool Parent Portal

Account Setup

PowerSchool requires parents to create a single sign-on account where they can add and view all their student's information under a single account (even if the students attend different schools). As a result, the following process will need to be followed in order to create a personal parent portal account.

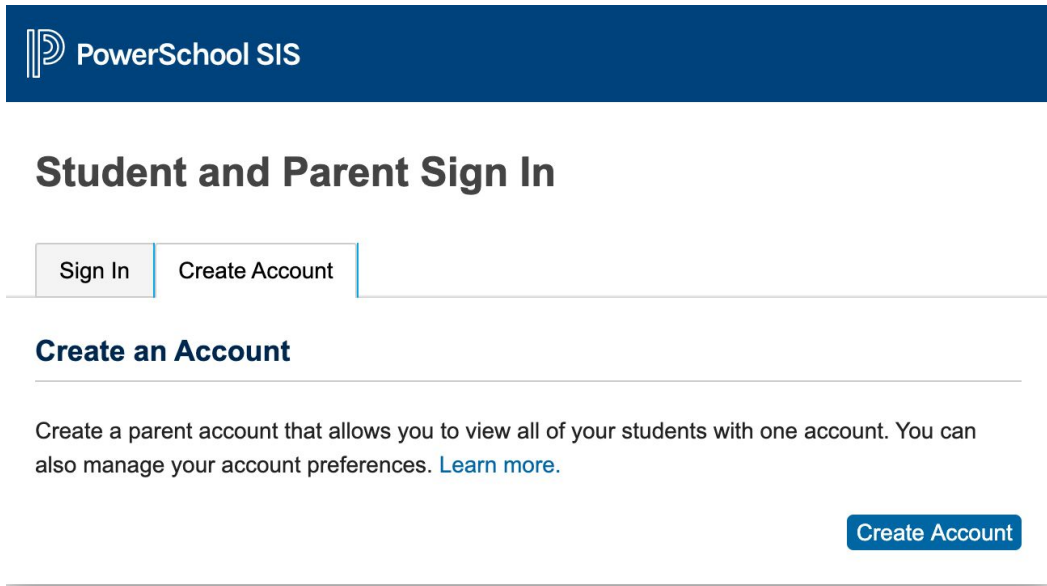
When a parent's single sign-on account is created, an access code and password for each student must be entered. You will need separate codes for each student that you want to link to your account. Once your account has been created and a student is linked, it will remain active until your student graduates. There is no need to create a new account each year. New students that have not been previously accessible in your existing account can be linked at any time.

Step 1: Access the district's parent portal at <https://woodstown.psisjs.com/public/home.html>. If you do not already have an existing account, click "Create Account". If you have already created an account because you have another student in the district, you can simply log-in to your account and add another student.



The screenshot shows the PowerSchool SIS login interface. At the top, there is a dark blue header with the PowerSchool SIS logo and name. Below the header, the main heading is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these buttons are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

Step 2: Click on “Create Account”



PowerSchool SIS

Student and Parent Sign In

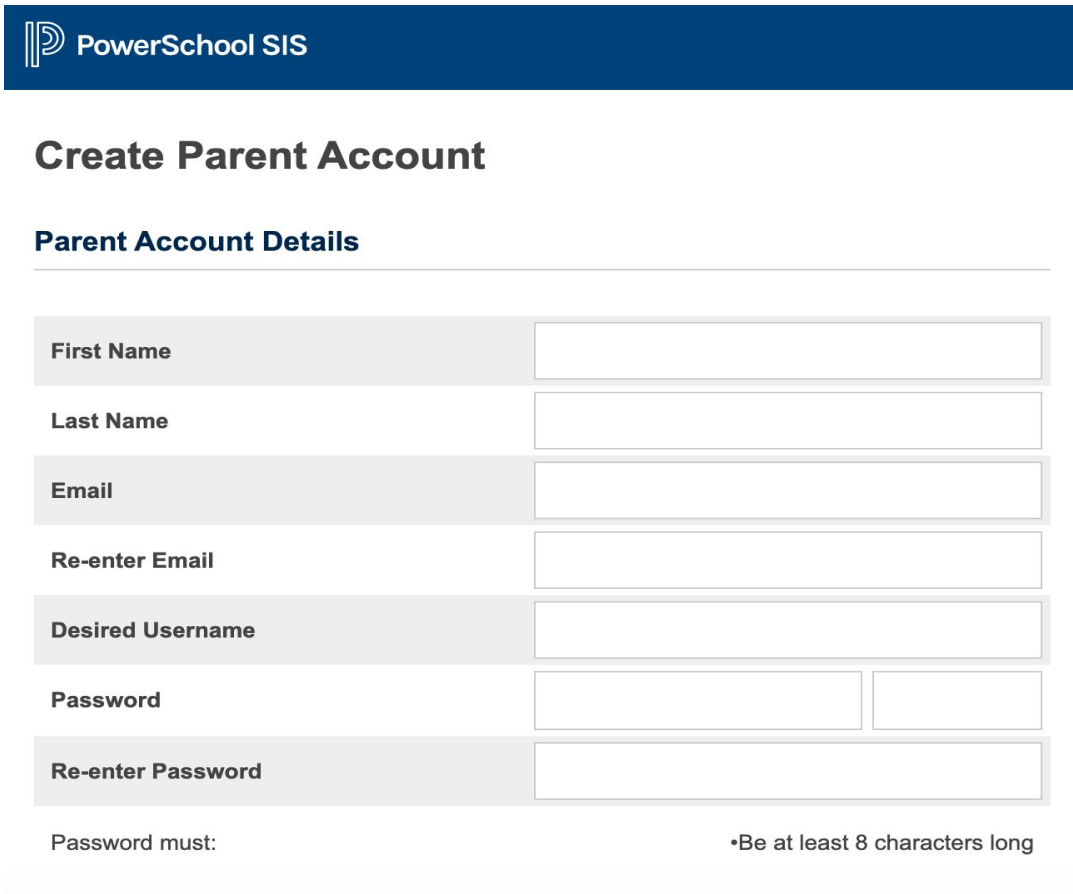
Sign In Create Account

Create an Account

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.](#)

Create Account

Step 3: Enter the Parent’s First and Last Name, email address. Enter a desired username and password (do not use your email address or special characters in your user name. If Parents/Guardians share an email account, then you should only set up one account. If Parents/Guardians have separate email accounts, then multiple accounts can be created to access student information.



PowerSchool SIS

Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Re-enter Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/> <input type="password"/>
Re-enter Password	<input type="password"/>

Password must: •Be at least 8 characters long

Step 4: Scroll down and complete the information in the “Link Students to Account” section. This is where you will need the Access ID and Access Password that was provided to you by the student’s school.

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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

Step 5: Once all of the Access ID's and Passwords for each of your students has been entered click **“Enter”** at the bottom of the page.

7

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

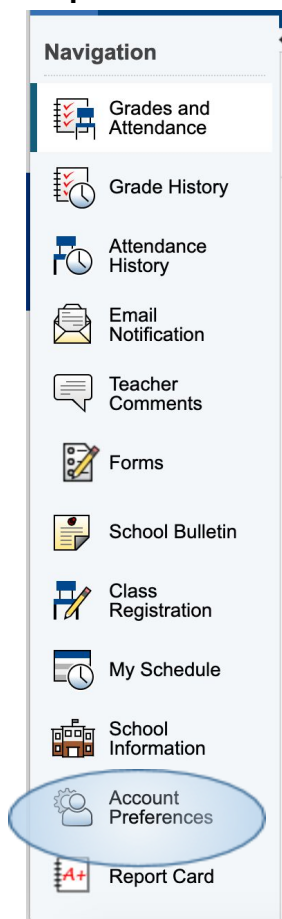
Step 6: Once you have completed the account creation process, you will be able to log into the account with the username and password that you created to see the information for each of your students under one account.

Adding Students to your account

Use this procedure to add one or more students to your existing parent account. Once added you are able to view their information. To edit or remove a student from your account, please contact your child's school main office.

Once you logged into your account follow the steps below to add a new student.

Step 1: On the start page, click "Account Preferences" from the navigation menu.



Step 2: Once the Account Preference page appears, select the “Students” tab.

Account Preferences - Profile

Profile **Students**

If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username or password. To change your name, please contact the school administrator.

First Name:	Fabulous
Last Name:	Parent
Account Email:	Fabparent@verizon.net
Select Language	Select a Language ▾
Username:	Fabulous
Current Password:	*****
New password must:	
	• Be at least 8 characters long

Cancel Save

Step 3: On the Students tab, click the ADD icon to add a student to your parent account. The ADD student

Account Preferences - Students

Profile **Students** **Add**

My Students

To add a student to your Parent account, click the ADD button.

- John Smith

Step 4: Add the student access information and click “OK”.

Note: the Cancel and OK buttons appear shaded until information is entered.

Add Student


Student Access Information

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▾

Cancel OK

PowerSchool Account Recovery

If you should happen to forget your username or password, use the “forgot username or password” link on the PowerSchool login page to recover your password.



Recover Account Sign In Information

[Forgot Password?](#) [Forgot Username?](#)

Parents, to recover your password or if you have been provided a username and are setting your password for the first time, provide the information below. Students need to contact the school directly.

Parent Username

Parent Email Address

If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.

