

# PARENT PORTAL SETUP INSTRUCTIONS

## TRENTON PUBLIC SCHOOL DISTRICT

### 2015-2016



\*\*\*You received a Parent Portal Notification letter with a personalized username id and password for each student in your household. You will need this information to create your account. This letter also contains the web address needed to access the parent portal\*\*\*.

#### TRENTON BOARD OF EDUCATION

"Children come first, Los niños son primero"

Dr. Francisco Durán  
Superintendent of Schools  
609.656.5454 • 609.989.2882 fax  
fduran@trenton.k12.nj.us



Jayne S. Howard  
Business Administrator/Board Secretary  
609.656.5454 • 609.989.2860 fax  
jhoward@trenton.k12.nj.us

August 26, 2015

To the Parent/Guardian of:

Trenton, NJ 08618

Dear Parent/Guardian,

In an effort to enhance communication with parents/guardians, effective Friday, August 28, we will update our PowerSchool Parent Portal to a single sign-on program. Please go to <https://powerschool.trenton.k12.nj.us/public> to access the PowerSchool Parent Portal.

**STUDENTS:** Please continue to use your assigned logon and password to access your account. Unfortunately, this program will not allow you to change your login or password.

Student Username:  
Student Password:

**PARENTS:** Click on "Create an Account" the first time you login for the 2015-2016 school year. (DO NOT just type in the Access ID and Access Password on the main screen, as it will not work.) The portal will ask you to type in your name, email, and your password. (You will be able to make up your own username and password for ease of use as well.) If you don't have an email address, you can create a free email account at gmail.com before you set up the single sign-on feature.

Next, complete the "Link Students to your account" section. Add your child(ren)'s Access ID and Access Password data from below. There is a limit of 7 children per login. (You will receive a separate letter with credentials for each child.)

Access ID:  
Access Password:

Continue adding other children from your family, as needed. When completed, press the "Enter" button on the bottom left-hand corner of your current page. Please keep your login information confidential, so that only you and your child(ren) can access their information. We have also prepared an instructional video in both English and Spanish: [http://www.trenton.k12.nj.us/pages/TrentonPublicSchoolDistrict/Students\\_Parents/Parent\\_Portal\\_Instructional\\_Vi](http://www.trenton.k12.nj.us/pages/TrentonPublicSchoolDistrict/Students_Parents/Parent_Portal_Instructional_Vi)

Please contact your school if you have any questions or concerns regarding the PowerSchool Parent Portal.

★ **NOTE: Mobile app users must create an account using a computer first, and then access via mobile apps.** You can get the most recent free app from the App Store. Search for PowerSchool for Parents. The old app will continue to work, but you won't see the new display.

108 North Clinton Avenue Trenton, New Jersey 08609-1014  
[www.trenton.k12.nj.us](http://www.trenton.k12.nj.us)

# PARENT PORTAL SETUP INSTRUCTIONS

## TRENTON PUBLIC SCHOOL DISTRICT

### 2015-2016



#### 1. Open Web Browser

The Login screen found at: <https://powerschool.trenton.k12.nj.us/public>

A screenshot of the PowerSchool login page. The page has a blue header with the "PowerSchool" logo. Below the header are two buttons: "Sign In" and "Create Account". The main content area is titled "Student and Parent Sign In". It contains a "Select Language" dropdown menu with "English" selected. Below that are two text input fields for "Username" and "Password". A link "Having trouble signing in?" is located below the password field. A blue "Sign In" button is 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."

**\*Please Note\***

**You will have to create an account the first time you access the Parent Portal**

# PARENT PORTAL SETUP INSTRUCTIONS

## TRENTON PUBLIC SCHOOL DISTRICT

### 2015-2016



## 2. Create Account

**PowerSchool**

**Create Parent Account**

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:  
-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 -- Choose ▾

2

Student Name

Access ID

Access Password

Relationship -- Choose ▾

The Create Parent/Guardian Account Screen will display.

1. You **MUST** have YOUR **Access ID** and **Access Password** for the students you are requesting access to create an account. If you do not have this information, email [parentportalhelp@trenton.k12.nj.us](mailto:parentportalhelp@trenton.k12.nj.us) for questions and concerns.
2. To create the Account fill in the following information:
  - A. First Name
  - B. Last Name
  - C. Email Address
  - D. Desired User Name – **Must be Unique**. If the user name you are requesting is in use, an error will occur and you will have to pick another user name.
  - E. Password – Must be at least 6-8 characters in length. The system will check for the strength of your password as far as security.
  - F. Re-enter password – to make sure you entered it correctly.

# PARENT PORTAL SETUP INSTRUCTIONS

## TRENTON PUBLIC SCHOOL DISTRICT

### 2015-2016



### 3. Links Students to Your Account

1. Enter your student's full name. Enter First Name then Last Name. If the name is not entered as it is in PowerSchool, an error will occur at the time you save it.
2. Enter the Access ID.
3. Enter the Access Password.
4. Relationship – From the drop down, enter your relationship to the student.
5. Continue the Link Students to Accounts process until you have linked all your students to your new account.

**Link Students to Account**

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

|          |                 |                      |
|----------|-----------------|----------------------|
| <b>1</b> | Student Name    | <input type="text"/> |
|          | Access ID       | <input type="text"/> |
|          | Access Password | <input type="text"/> |
|          | Relationship    | -- Choose ▼          |
| <b>2</b> | Student Name    | <input type="text"/> |
|          | Access ID       | <input type="text"/> |
|          | Access Password | <input type="text"/> |
|          | Relationship    | -- Choose ▼          |
| <b>3</b> | Student Name    | <input type="text"/> |
|          | Access ID       | <input type="text"/> |
|          | Access Password | <input type="text"/> |
|          | Relationship    | -- Choose ▼          |

 [Submit](#)

# PARENT PORTAL SETUP INSTRUCTIONS

## TRENTON PUBLIC SCHOOL DISTRICT

### 2015-2016



#### 4. Yay!!! Account has been created

1. When created successfully, the below screen will display.
2. You can then log in using your new User Name and Password.

A screenshot of the PowerSchool parent portal sign-in screen. The page has a blue header with the "PowerSchool" logo. Below the header are two buttons: "Sign In" and "Create Account". The main content area has a yellow highlight on the word "Congratulations!" followed by the text: "Your new Parent Account has been created. Enter your Username and Password to start using your new account." Below this is a section titled "Student and Parent Sign In" containing a "Select Language" dropdown menu set to "English", a "Username" text input field, and a "Password" text input field. A "Sign In" button is located at the bottom right of the sign-in form. A link "Having trouble signing in?" is positioned below the password field. At the bottom of the page, there is a copyright notice: "Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved."

# PARENT PORTAL SETUP INSTRUCTIONS

## TRENTON PUBLIC SCHOOL DISTRICT

### 2015-2016



## 5. Retrieved Username & Password

A screenshot of the PowerSchool "Student and Parent Sign In" page. The page has a blue header with the "PowerSchool" logo. Below the header, the title "Student and Parent Sign In" is displayed. There are three input fields: "Select Language" (a dropdown menu with "English" selected), "Username", and "Password". Below the "Password" field, the text "Having trouble signing in?" is circled in red. A blue "Sign In" button is located at the bottom right of the form.

If you forget your username or password, the system will email it directly to the email address on file.

A screenshot of the PowerSchool "Recover Account Sign In Information" page. The page has a blue header with the "PowerSchool" logo. Below the header, the title "Recover Account Sign In Information" is displayed. There are two tabs: "Forgot Password?" and "Forgot Username?". A red arrow points to the "Forgot Username?" tab. Below the tabs, there is a text box with the instruction: "To recover your account sign in information, provide the information below." There are two input fields: "Username" and "Email Address". A blue "Enter" button is located at the bottom right of the form. Below the form, there is a paragraph of text: "If you are experiencing sign in issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with sign in, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding." At the bottom of the page, there is a copyright notice: "Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved."