


INSTRUCCIONES PARA LA CONFIGURACIÓN AL PORTAL DE PADRES

DISTRITO ESCOLAR PÚBLICO DE TRENTON 2015-2016



Usted recibió una carta de notificación para el Portal de los padres una identificación donde se le envió un "Student Username" y "Student Password" personalizados para cada estudiante en su hogar. Usted necesitará esta información para crear su cuenta. Esta carta también contiene la dirección del portal en el web donde puede acceder al portal de padres ***.

TRENTON BOARD OF EDUCATION
"Children come first. Los niños son primero"

<p>Dr. Francisco Durán Superintendent of Schools 609.656.5454 * 609.989.2682 fax fduran@trenton.k12.nj.us</p>		<p>Jayne S. Howard Business Administrator/Board Secretary 609.656.5454 * 609.989.2860 fax jhoward@trenton.k12.nj.us</p>
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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

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

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2015-2016



1. Abra el Navegador del Web

La pantalla de inicio de sesión en: <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 heading is "Student and Parent Sign In". There is a "Select Language" dropdown menu currently set to "English". Below that are input fields for "Username" and "Password". A link "Having trouble signing in?" is located below the password field. A "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."

*** Por favor note que ***

Usted tendrá que crear una cuenta la primera vez que accede al Portal de Padres

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2. Crea la cuenta

A screenshot of the PowerSchool website's "Create Parent Account" form. The form is titled "PowerSchool" and has a blue header. The "Create Parent Account" section is circled in red. It contains several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Below these fields is a note: "Password must: -Be at least 6 characters long". The "Link Students to Account" section is also circled in red. It contains a heading "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account" and two numbered rows (1 and 2) for adding students. Each row has fields for "Student Name", "Access ID", "Access Password", and a "Relationship" dropdown menu.

La pantalla de Crear la cuenta de padres (*Create Parent Account*) mostrará.

1. Usted **debe** tener su **Identificación de acceso** (*Access ID*) y la **contraseña** (*Access Password*) para los estudiantes quienes está solicitando acceso para crear una cuenta. Si no tiene esta información, escriba al correo electrónico parentportalhelp@Trenton.k12.NJ.US para sus preguntas e inquietudes.
2. Para crear la cuenta completa la siguiente información:
 - A. primer nombre (*First Name*)
 - B. Apellido (*Last Name*)
 - C. Dirección del correo electrónico (*Email*)

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- D. Nombre de usuario deseado (*Desired User Name*), **debe ser único**. Si el nombre de usuario que está solicitando ya está en uso, se producirá un error y usted tendrá que elegir otro nombre de usuario.
- E. Contraseña (*Password*) – debe tener por lo menos de 6 a 8 caracteres. El sistema comprobará la seguridad de su contraseña.
- F. Vuelva a ingresar su contraseña (*Re-enter Password*) – para asegurarse de que la escribió correctamente.

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3. Enlace a los estudiantes a su cuenta

1. Escriba el nombre completo de su hijo. Ingrese el nombre y luego el apellido. Si el nombre no se ha ingresado tal como aparece en *PowerSchool*, esto producirá un error a la hora de guardarlo.
2. Ingrese el identificador de acceso (*Access ID*).
3. Introduzca la contraseña de acceso (*Access Password*).
4. Relación – en el desplegable, introduzca su relación al estudiante.
5. Continúe el proceso de **enlazar estudiantes a la cuenta** (*Link Students to Account*) hasta que ha vinculado todos sus estudiantes a su nueva cuenta.

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

 [Submit](#)

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4. ¡¡¡Felicitaciones!!! La cuenta ha sido creada

1. Cuando se ha creado correctamente, la siguiente pantalla aparecerá.
2. Ahora puede acceder la cuenta utilizando su nombre de usuario y contraseña nuevos.

The screenshot shows the PowerSchool website interface. At the top, there is a blue header with the "PowerSchool" logo. Below the header, there are two buttons: "Sign In" and "Create Account". The main content area features a yellow highlighted box with the text: "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account." Below this, there is a section titled "Student and Parent Sign In". This section contains a "Select Language" dropdown menu with "English" selected, a "Username" input field, and a "Password" input field. A blue "Sign In" button is located at the bottom right of the sign-in section. 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."

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5. Cómo recuperar el nombre de usuario y contraseña

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 is a "Select Language" dropdown menu currently set to "English". Below that are input fields for "Username" and "Password". A blue "Sign In" button is located at the bottom right. A red oval highlights the text "Having trouble signing in?" which is a link to the recovery page.

Si olvida su nombre de usuario o contraseña, el sistema le enviará la información por medio del correo electrónico a la dirección de correo electrónico en archivo.

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 text "To recover your account sign in information, provide the information below." Below this text are input fields for "Username" and "Email Address". A blue "Enter" button is located at the bottom right. At the bottom of the page, there is a disclaimer: "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." The footer contains the text "Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved."