

How to Create A Parent Access Account

In order to create a Parent Access account, you must have an Access Account ID and Access Password for each student you wish to add to your account. **This information will be supplied by your school.**

Click the URL for your student's school <https://pitmanps.psisjs.com/public>

Create Parent/Guardian Account

PowerSchool

Login

User Name

Password

Create an Account

Create Account

Click on the Create Account button. In the future after your account is created, you will login by entering your User Name and Password at the top of the screen.

Enter the following information:

- First Name
- Last Name
- Email address
- Desired User Name - This is the name you will use to access the system in the future. (Do not use your email address.)
- Password and Re-Enter Password -The gauge on the right lets you know the strength of your password choice.

Link Students to Account

The following information (provided by your school) is required for each student you wish to add to your account:

- Student's name
- Access ID
- Access Password
- Your relationship to the student

Click **Enter** when done.

PowerSchool

Create Parent/Guardian Account

First Name: Last

Last Name: Carol

Email: karen@carol.com

Desired User Name: karen

Password: [Strength Gauge] Enter

Re-enter Password: [Strength Gauge]

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 Name	Access ID	Access Password	Relationship
1. William Carroll	123456	password	Parent/guardian
2.			Choose
3.			Choose
4.			Choose
5.			Choose
6.			Choose
7.			Choose

Enter

When complete you should get the **Congratulation! Your new Parent/Guardian Account has been created** screen (see below).

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

Login

Username

Password

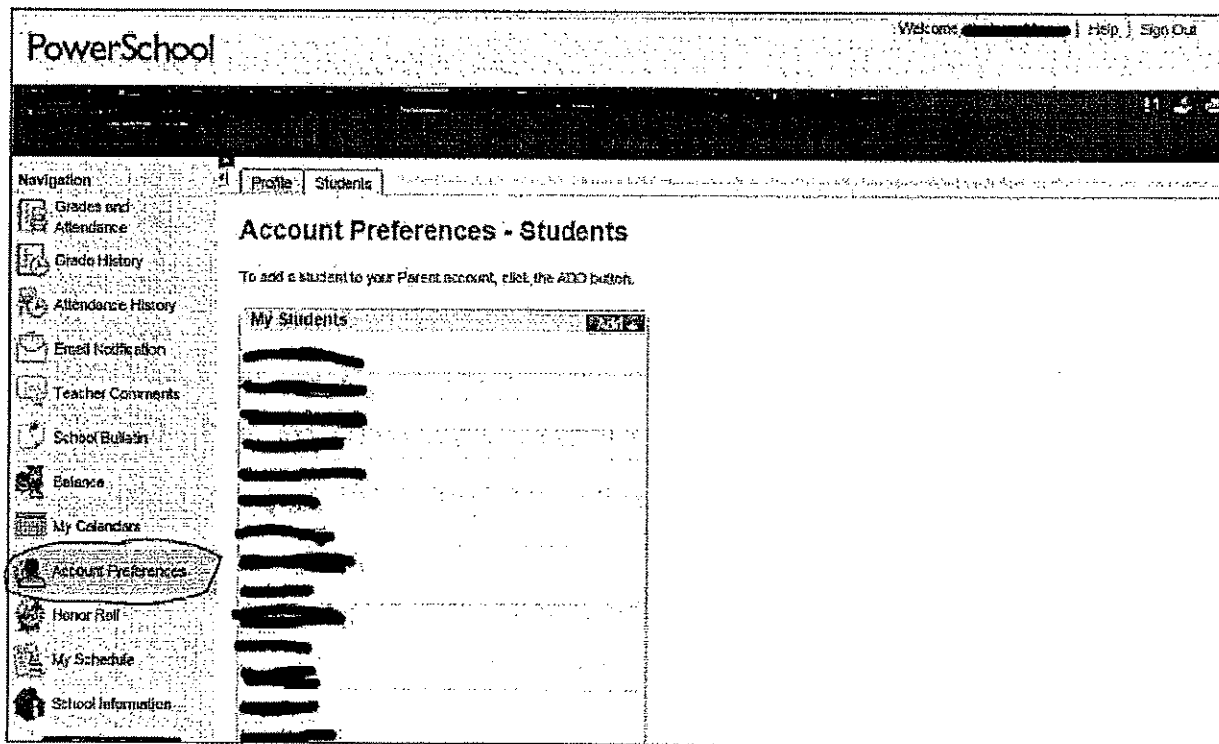
Having trouble logging in?

Submit

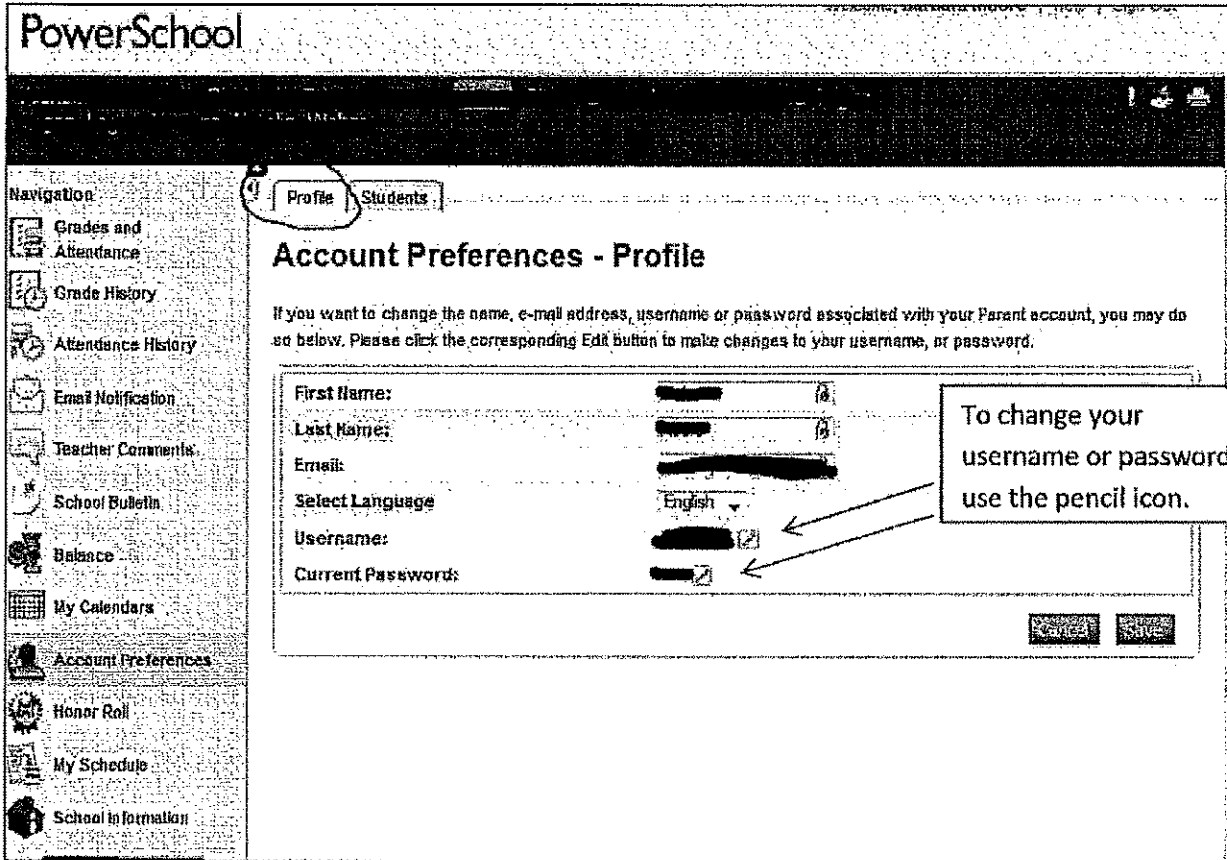
You can now access your Parent Access account information. Enter the Username and Password you created above and click the Submit button.

Adding Students to Your Account

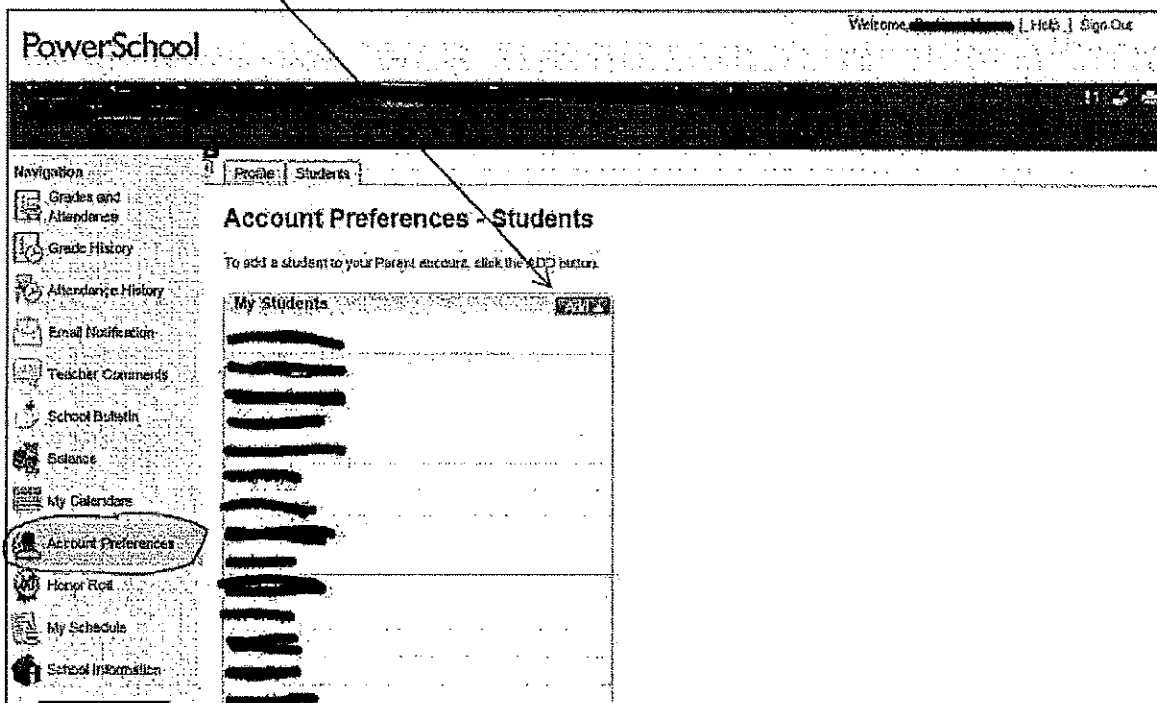
Click the Account Preferences icon.



The **Profile tab** allows you to change your First Name, Last Name, Email address, User Name (used to access Parent Access) and Current Password.



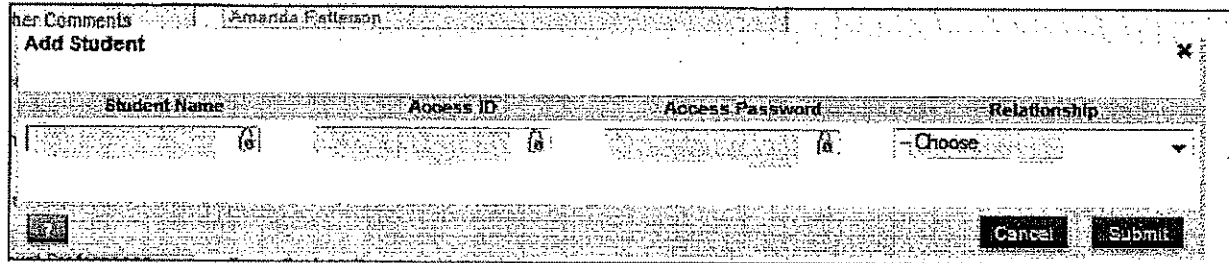
Click the **Students tab** to add another student to your account. Students can attend different schools; however, you must have their Access ID and Access Password to add them to your account.



Enter the student's Name, Access ID, Access Password and your relationship to the student. Click the Submit button to add the student to your account.

The new student has been added to your account. Each of you students will have their own tab at the top of the page. Click the student's name and the page icon containing the data you wish to see.

To keep your student's data secure, Logout when you are finished.



The screenshot shows a web browser window with the title "her Comments" and the user name "Amanda Patterson". The main content area is titled "Add Student" and contains a form with the following fields:

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

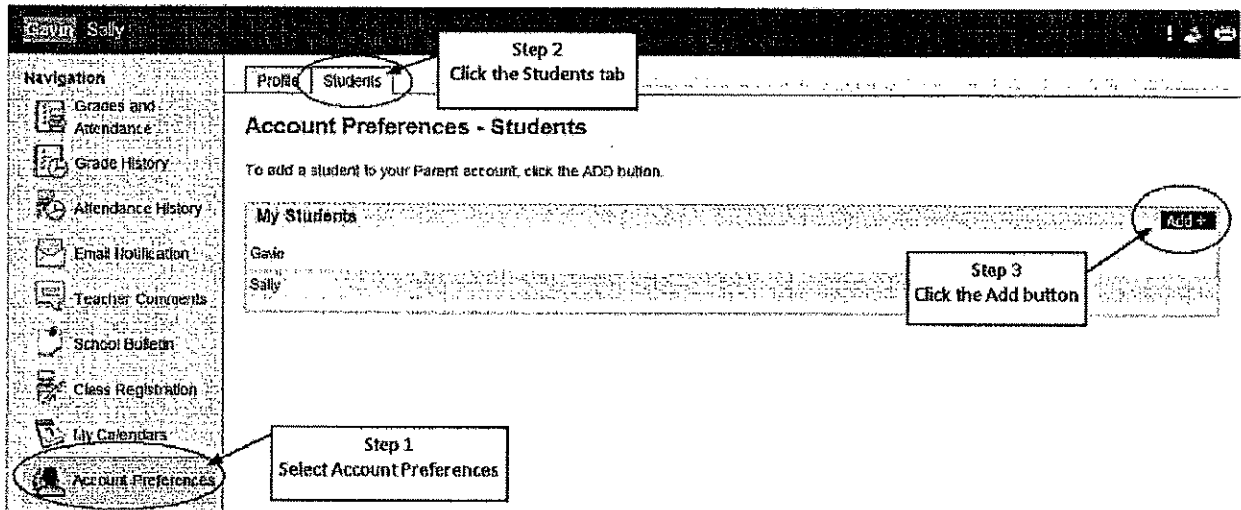
At the bottom of the form, there are two buttons: "Cancel" and "Submit".

How to Add a Student to an Existing Account

Before you can add an additional student to your existing account, you must have the new student's Access ID and Password. You can obtain this from your student's school.

Log into Parent Access

1. Select the Account Preferences option from the Navigation menu
2. Click the Students tab
3. Click the Add button



4. Enter your student's name and the Access ID and Access password provided to you by the school.
5. Choose your relationship to the student

The screenshot shows the 'Add Student' form. It has four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with 'Choose' selected. Below the form are 'Cancel' and 'Submit' buttons. Three callout boxes provide instructions: 'Step 1 - Enter a Student name, Access ID and Access Password' points to the first three fields; 'Step 2 - Enter your relationship to student.' points to the 'Relationship' dropdown; and 'Step 3 - Click Submit' points to the 'Submit' button.

The student will be added to your account.

How To Recover Your Parent Access User Name or Password

PowerSchool

Login:

User Name

Password

[Having trouble logging in?](#)

If you've forgotten your Parent Access User Name or Password, you can recover it by clicking the "[Having trouble logging in?](#)" link on the Login page.

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

PowerSchool

Recover Account Login Information

To recover your account login information, provide the information below.

User Name

Email Address

If you are experiencing login issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with logon, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.

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If you've forgotten your password,:

1. Go to the Forgot Password? tab.
2. Enter your Parent Access User Name and the Email Address attached to your Parent Access account.
3. Click Enter button.

The system will send you an email with a new temporary password. You will need to change it upon initial login.

PowerSchool

Recover Account Login Information

To recover your account login information, provide the information below.

Email Address

If you are experiencing login issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with logon, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.

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If you've forgotten your Parent Access User Name:

1. Go to the Forgot User Name tab.
2. Enter the email address that is attached to your Parent Access account.
3. Click the Enter button.

The system will send you your Parent Access User Name.

Password Reset Instructions

If there is a problem with your account/password, it may be necessary for the PowerSchool Admin at your child's school to reset your password.

If this happens, contact the school and the PS admin will work with you to get your new login credentials.

Log in with the username and password provided to you. Parent Access will accept the new password, but then it will force you to reset the password. This is done for security purposes.

This is the message you will see:

The screenshot shows the PowerSchool interface for changing a password. At the top, the 'PowerSchool' logo is displayed. Below it, a message box states: 'Your password has been expired. Please create a new password.' The form contains three input fields: 'Current password', 'New password', and 'Re-enter new password'. An 'Enter' button is located at the bottom of the form. Annotations with arrows point to these elements: one points to the message box, another to the 'Current password' field, and two others point to the 'New password' and 'Re-enter new password' fields respectively.

PowerSchool

Change Your Password

Your password has been expired. Please create a new password.

Current password

New password

Re-enter new password

Enter

This message refers to the password that was set for you. You must enter that password in the "Current Password" box.

Enter a new password of your choosing in the next two boxes. This will keep your account secure. Use the new password to access your Parent Access account in the future.

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