

# Princeton Regional Schools Parent Users Guide

Parents,

Online access to student information is now possible through PowerSchool, a web-based information system. PowerSchool's powerful, easy-to-use communication tools will enable students, parents and educators to work together to improve student achievement through enhanced communication regarding academic progress. Access to real-time data on the web supports increased student responsibility for their own learning.

## How to create an Account!

You will need to go to the PowerSchool login page:

<http://pschool.prs.k12.nj.us/public> or from Princeton Regional's web site click on Parents to see a list of links. Click on "PowerSchool – student records system".

1. Click on the Parent Access button

2. Click the Create Account button

3. The screen below will appear

**Login**

User Name  
[ ]

Password  
[ ]  
[Having trouble logging in?](#)

Submit

**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.](#)

Create Account

**Create Parent/Guardian Account**

First Name [John]

Last Name [Doe]

Email [jasample@emailaddress.org]

Desired User Name [johndoe]

Password [.....] Better

Re-enter Password [.....]

**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. [son doe]	[doe1]	[.....]	[Father, natural/adoptive]
2. [daughter doe]	[doe2]	[.....]	[Father, natural/adoptive]
3. [ ]	[ ]	[ ]	[-- Choose]
4. [ ]	[ ]	[ ]	[-- Choose]
5. [ ]	[ ]	[ ]	[-- Choose]
6. [ ]	[ ]	[ ]	[-- Choose]
7. [ ]	[ ]	[ ]	[-- Choose]

enter

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

Check off each item as you have completed it.

- o Enter your First and Last Name.
- o 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.
- o User Name (No apostrophe's and do not use any email address).
- o Password (No apostrophe's and it must be at least six characters)
- o Enter the Name of each Student you wish to associate with.
- o Enter the Access ID and Access Password for each student.
- o Select the relationship you are to the student.

3. Click Enter when you have completed the check list.

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?](#)

### Please Note:

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 but it will not work!**

5. After successfully creating your account go ahead and log in, you will see a series of tabs under the PowerSchool logo listing your student family members.

**PowerSchool**

- Select the appropriate name to change the page to that student's information.

Avery Emily **Laura** Vickie

## 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.

### Login

User Name

Password

[Having trouble logging in?](#)

Submit

### Recover Account Login Information

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

Forgot Password?

Forgot User Name?

User Name

Email Address

Enter