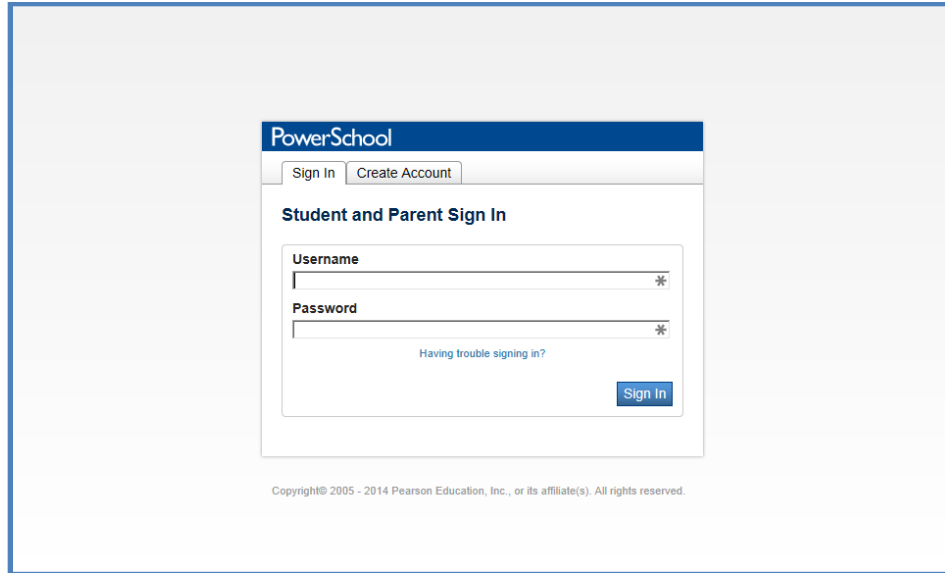


## PowerSchool Parent Portal Single Sign-On Account Creation

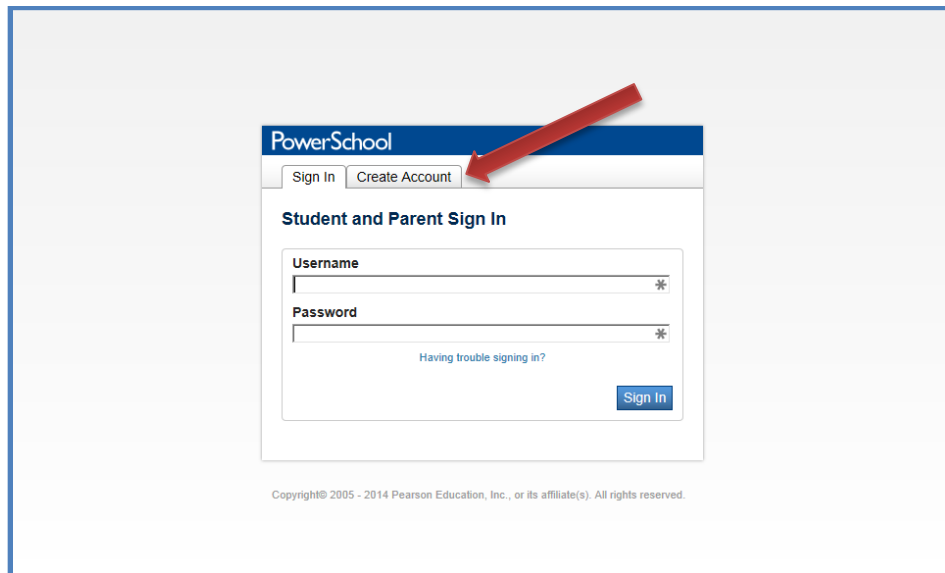
**Step 1:** Open an Internet browser and go to <https://wdps.wdeptford.k12.nj.us/public>.

*(This is same URL that you have always used to access Power Parent. The links on the High School, Middle School and District websites will work just as well.)*



The screenshot shows the PowerSchool login interface. At the top, there is a blue header with the "PowerSchool" logo. Below the header, there are two tabs: "Sign In" and "Create Account". The "Sign In" tab is selected. The main content area is titled "Student and Parent Sign In" and contains a form with two input fields: "Username" and "Password", both with asterisks indicating required fields. Below the password field is a link that says "Having trouble signing in?". A blue "Sign In" button is located at the bottom right of the form. At the bottom of the page, there is a small copyright notice: "Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved."

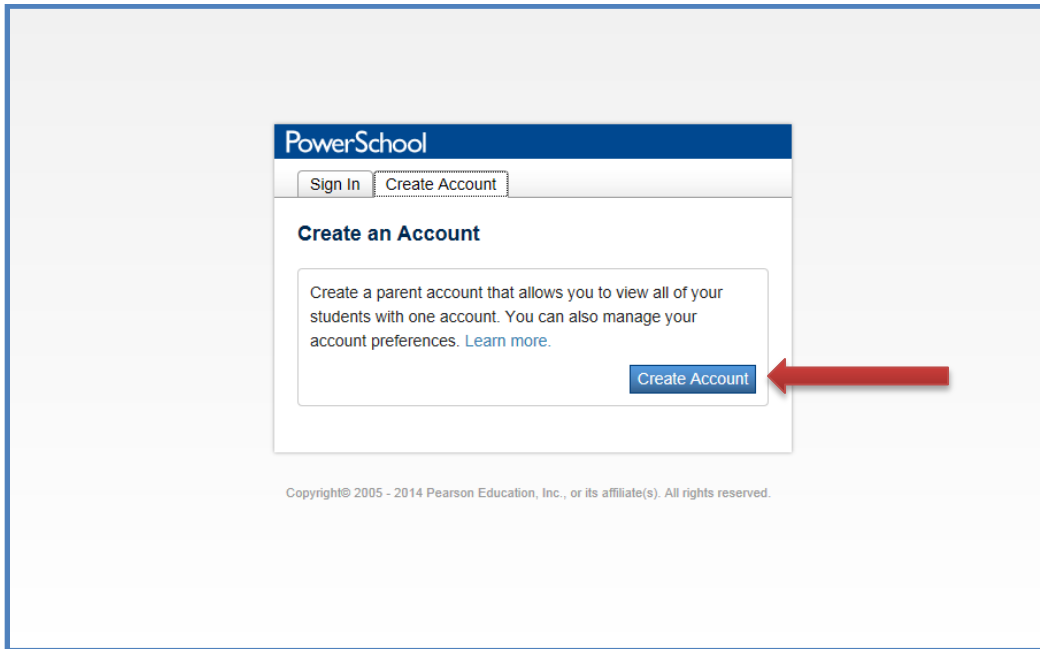
**Step 2:** Click the "Create Account" Tab.



This screenshot is identical to the one above, showing the PowerSchool login interface. However, a red arrow is pointing to the "Create Account" tab, which is currently unselected. The "Sign In" tab remains selected. The rest of the page content, including the form fields and the copyright notice, is the same as in the previous screenshot.

# PowerSchool Parent Portal Single Sign-On Account Creation

**Step 3:** Click the “Create Account”.



**Step 4:** Fill out the following information “First Name”, “Last Name”, “Email Address”, “Username” and “Password”. (We recommend that you use your email address as your username in order to avoid conflicts; however that is not required.)

First Name	Tom
Last Name	Tucci
Email	ttucci@wdeptford.k12.nj.us
Desired Username	ttucci@wdeptford.k12.nj.us
Password	..... Strong
Re-enter Password	.....

Password must:

- Be at least 6 characters long

## PowerSchool Parent Portal Single Sign-On Account Creation

**Step 5:** Once you have entered your information you can scroll down the page and begin to add student(s). “**Access ID**” and “**Access Password**” are the username and passwords that you would previously use to access Power Parent for that student. The “**Relationship**” field is for your relationship to the student. *(You can add all of your students now or you can always add more students later.)*

**Link Students to Account**

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

1	<b>Student Name</b>	<input type="text" value="Christopher A. Student"/>	←
	<b>Access ID</b>	<input type="text" value="studen"/>	←
	<b>Access Password</b>	<input type="password" value="•••••"/>	←
	<b>Relationship</b>	<input type="text" value="Father"/>	←
2	<b>Student Name</b>	<input type="text" value="Sally B. Student"/>	
	<b>Access ID</b>	<input type="text" value="studen588"/>	
	<b>Access Password</b>	<input type="password" value="•••••"/>	
	<b>Relationship</b>	<input type="text" value="Father"/>	
3			

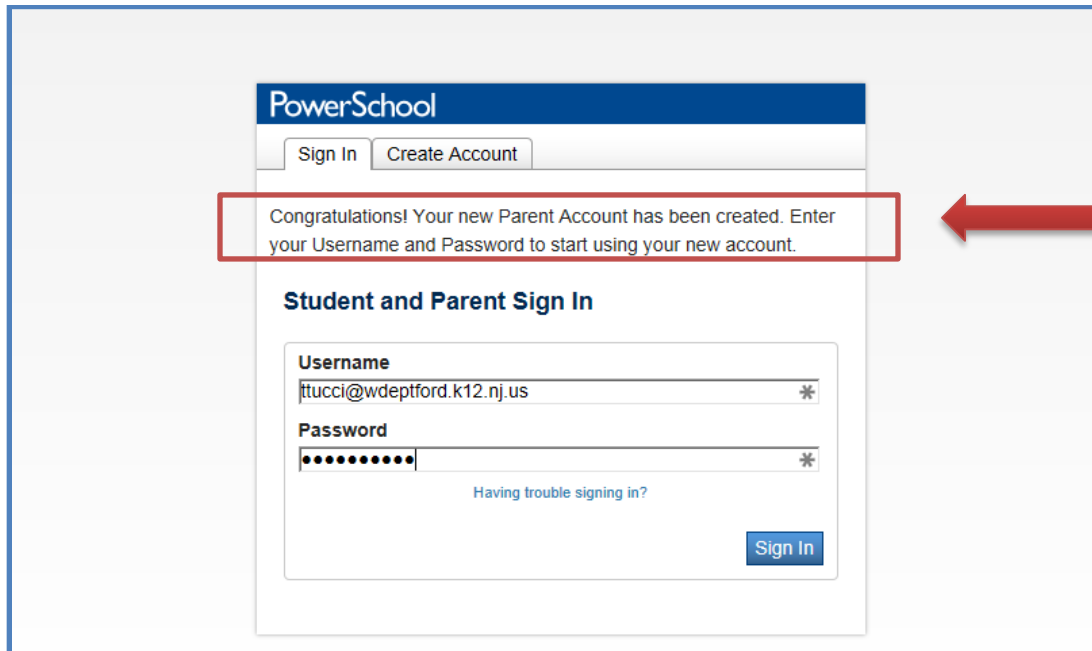
**Step 7:** When you are done entering your student(s) information, scroll to the bottom of the page and click “**Enter**”.

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

←

## PowerSchool Parent Portal Single Sign-On Account Creation

**Step 8:** You should now be taken back the original login page with a message congratulating you on creating your account. You should now be able to login with your newly created username and password.



**Step 9:** Once you login you should see that the system looks very much the same as it has in the past; however, you will notice that you can now switch between multiple students by selecting the name in the blue bar at the top.

