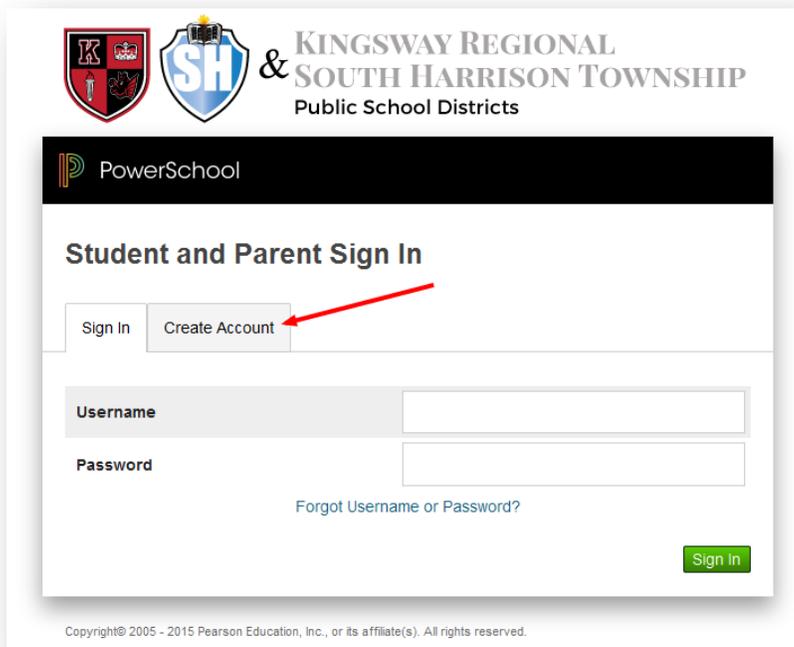


## Creating Your PowerSchool Single Sign-On Account



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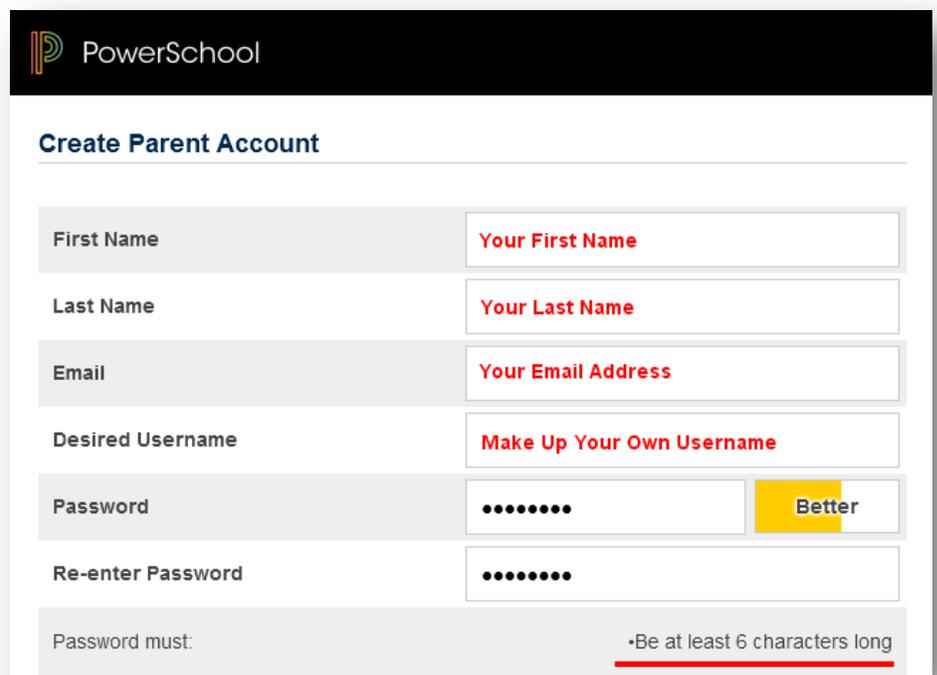
In PowerSchool, you are now able to have one account to access information for all of your children in both Kingsway and South Harrison Schools. To set up your new account, you will need the Access ID and Access password for each of your children.

If you do not already have an account for an older student, go to <http://kwportal.kingsway.k12.nj.us> and click the “**Create Account**” tab.

On the top half of the screen, you will be asked to enter the following details:

- **First Name**
- **Last Name**
- **Email Address**
- **Username** (you may pick whatever you like, so long as it is unique)
- **Password** (which must be at least 6 characters in length)

Once that is complete you will be able to enter the information used to link students to your new account below. (Note: you must add at least one child to create your account)



PowerSchool

### Create Parent Account

First Name: Your First Name

Last Name: Your Last Name

Email: Your Email Address

Desired Username: Make Up Your Own Username

Password: [Strength: Better]

Re-enter Password: [Strength: Better]

Password must: -Be at least 6 characters long

If you have multiple students, you can enter their information on this screen as well or you can enter it later. For each student you want to link, provide the following details:

- Student's Name *(This can be just the first name or nickname)*
- Parent use linking code and password you received from the school for the student
- Your relationship to the Student *(Mother, Father, Relative, etc...)*

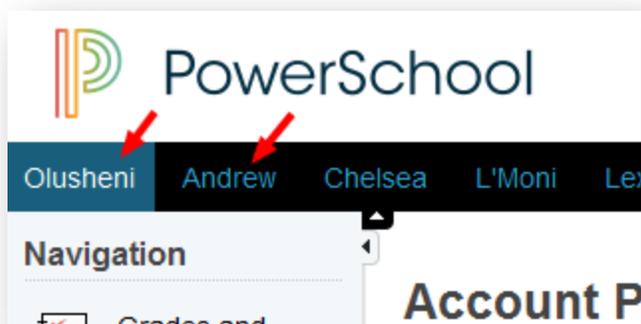
**Link Students to Account**

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

1

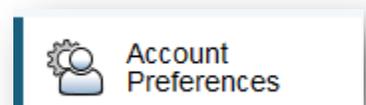
Student Name	Billy
Access ID	12345678 ← <b>Provided by the School</b>
Access Password	..... ← <b>Provided by the School</b>
Relationship	Mother ▼

When you have finished, click the **“Enter”** button at the bottom of the screen to complete the process and create the account. At this point, you can use the Username and Password you just created to access your child or children’s information via the log in screen from the initial step.



When you have multiple children linked to your account, you can switch between them by clicking their names in the navigation bar underneath the Powerschool logo at the top of the page.

After logging into your account, if you need to add additional students, click on the **“Account Preferences”** link on the left side menu of the screen, then click the Students tab. Your currently linked students will be listed under **“My Students”**. Click the **“Add”** button to the right of the My Students heading to add an additional student record. You will be prompted to enter the student’s information just as you did before.



## Account Preferences - Students

Profile | **Students**

**Add**

### My Students

To add a student to your Parent account, click the ADD button.

#### Add Student

Student Name	Access ID	Access Password	Relationship
Susan	5678954	*****	-- Choose

?

Cancel Submit

Thank You!

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