

Sayreville School District
PowerSchool Parent Portal
Reference Manual Rev. 07-21-15

Sayreville School District PowerSchool Parent Portal Web Address:

<https://powerschool.sayrevillek12.net>

Sayreville School District PowerSchool Parent Portal Support Email:

powerschool@sayrevillek12.net

Infosnap Enrollment Update Support Email

Student.registration@sayrevillek12.net

Self Service Password Reset Web Address:

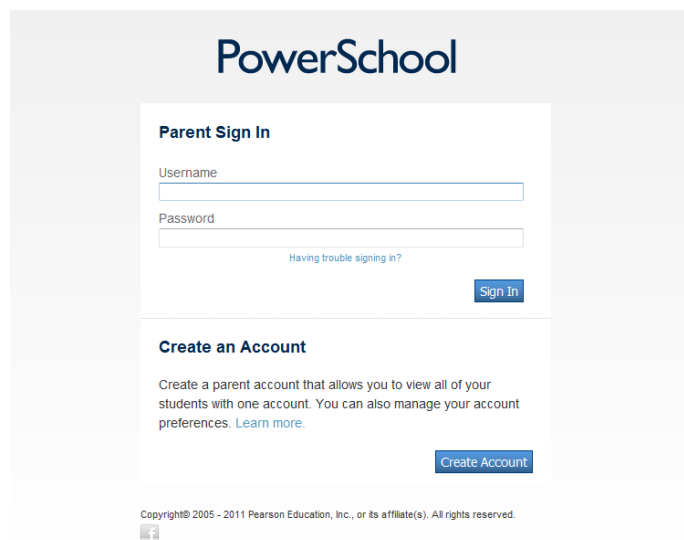
https://powerschool.sayrevillek12.net/public/account_recovery_begin.html

First Time Users

1. The first time you sign into Parent Portal, a parent/guardian account will need to be created.
 - a. Each parent/guardian may have his/her own Parent Portal account.
 - b. You only need to create your Parent Portal account once, even if you have multiple children in the district.
 - c. In order to create your Parent Portal account, you will need a valid e-mail address, your child/children's Access ID and your child/children's Access Password. The Access ID and Access Password have been provided in a letter sent from your child's (children's) school.
 - d. If you do not have an Access ID and Access Password for your child/children, please email powerschool@sayrevillek12.net.
 - i. We will need to verify your guardianship before creating an account for you. Please provide the following information in your email
 1. Student Name, student school, grade in September, student ID number if known (6 digit), your relationship to the student.
 2. A copy of a valid ID (if you are unable to provide a copy of a valid ID please make this known in your email an alternate instructions will be provided.
 - e. Students new to the district will have accounts created for them during the registration process. Several weeks after registrations parents will receive an email with account login directions.

First Time Account Creation Using an Access ID and Access Password Letter

1. Please note you only need to complete these steps if you are creating an account for the first time using an Access ID and Access Password letter, if an account has already been created for you as a new registrant you do not need to complete this section
2. When you are ready to create your Parent Portal Account, please open a Web Browser on an Internet connected computer.
3. Navigate to the Sayreville School District Parent Portal home page located at <https://powerschool.sayrevillek12.net>



The screenshot shows the PowerSchool Parent Sign In and Create an Account page. The page has a light gray background with the PowerSchool logo at the top center. Below the logo is a white box containing the sign-in and account creation options.

Parent Sign In

Username


Password

[Having trouble signing in?](#)

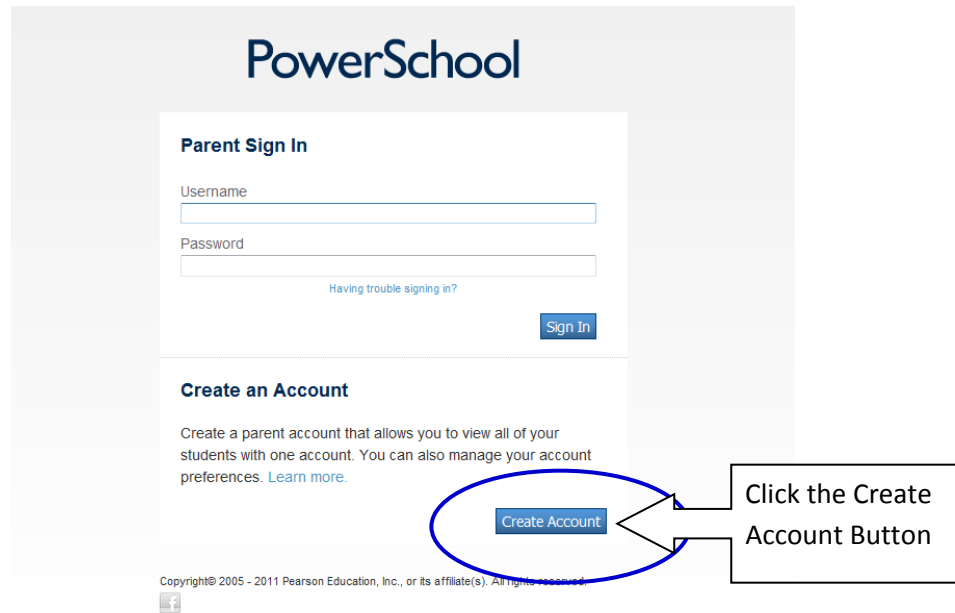
Create an Account

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

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4. From the Parent Portal home page leave the username and password field blank and click the button that is labeled “Create Account.” If you have already created an account please use your username and password to login.



5. On the top portion of the account creation page, please fill in your first name, last name, valid email address, desired username, and password.
- a. Your email address and desired username must be unique and not in use by any other user of the Sayreville School District PowerSchool Parent Portal. If your email address and username are not unique, you will be given the opportunity to choose a different email address and/or username when you submit your account. Please make note, passwords are case sensitive.
 - b. Usernames and passwords cannot contain the @ symbol.

Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must:

- Be at least 6 characters long

6. On the bottom portion of the account creation page, please enter the name(s), Access ID(s), and Access Password(s) of the child/children that you have received an Access ID and Access Password for. Please choose a relationship that correctly identifies your relationship to the child/children you are completing the form for.
- On the initial account creation page, you may enter up to seven student names to which you have received Access IDs and Access Passwords. If you have received Access IDs and Access Passwords for more than seven students, you will be able to enter additional students after your account is created.
 - You may add students from your account at any time from the Account Preferences page. To remove a student from your account, please email powerschool@sayrevillek12.net.
 - Once your account is created, you will no longer need your child/children's Access ID and Access Password unless you plan to add them to another Parent Portal account. Please secure the Access ID(s) and Access Password(s), as they are unique to each student and are required to add students to Parent Portal accounts.

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

- Once you have completed the account creation page, please click the "Enter" button on the screen.

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:
•Be at least 6 characters long

Link Students to Account

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

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

Click the Enter Button

- If you have successfully entered in your account creation information, you will be returned to the login page and allowed to login with your newly created account information.

PowerSchool

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

Parent Sign In


Username

Password

Having trouble signing in?

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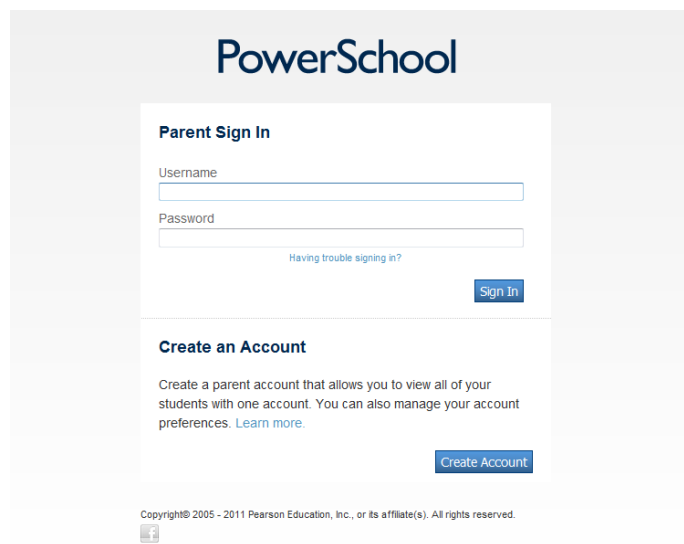
9. If you have not properly entered in information on the account creation page, please review the error messages, make the appropriate adjustments and resubmit the account creation page. A sample error message has been provided below, specific error messages will vary.

 You must enter all required values

10. Once your account is created, all future logins to the Parent Portal will use the username and password that you entered on the account creation page. Please keep your username and password private to protect the security of your Parent Portal account. You may change your password, email address, and username at any time once logged into the Parent Portal, from the Account Preferences Page.

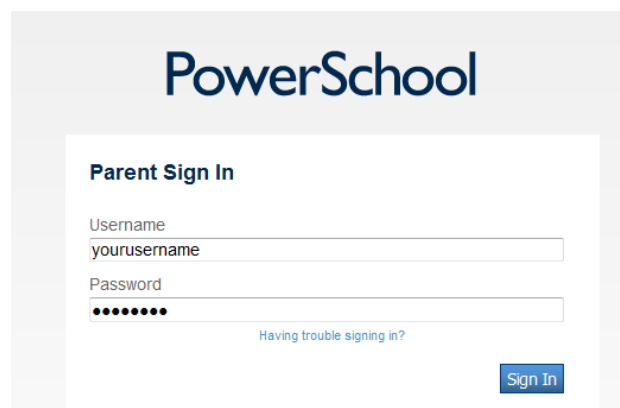
Account Usage after a Parent Portal Account has been created

1. When you are ready to use your Parent Portal Account that you have already created or an account that has been created for you, please open a Web Browser on an Internet connected computer. If you have not yet created a Parent Portal Account, please see the above directions for first time account creation.
2. Navigate to the Sayreville School District Parent Portal home page located at <https://powerschool.sayrevillek12.net>.



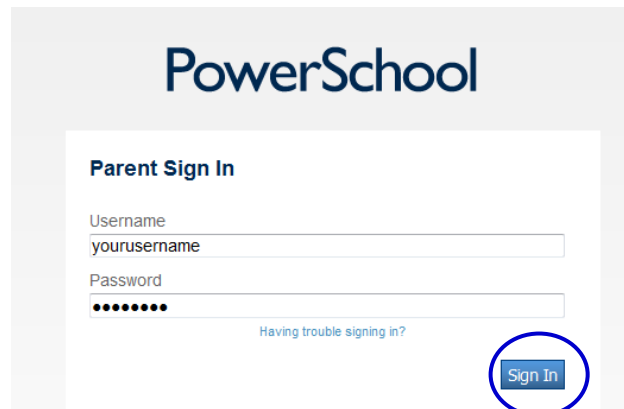
The screenshot shows the PowerSchool Parent Sign In page. At the top, the PowerSchool logo is displayed. Below the logo, there is a section titled "Parent Sign In" with two input fields: "Username" and "Password". A "Sign In" button is located to the right of the password field. Below the sign in section, there is a section titled "Create an Account" with a paragraph of text and a "Create Account" button. At the bottom of the page, there is a copyright notice: "Copyright© 2005 - 2011 Pearson Education, Inc., or its affiliate(s). All rights reserved." and a small icon.

3. Enter the username and password you selected when you created your Parent Portal Account.









The screenshot shows the PowerSchool Parent Sign In page with user input. The "Username" field contains the text "yourusername" and the "Password" field contains seven black dots. The "Sign In" button is highlighted in blue. The "Having trouble signing in?" link is visible below the password field.

4. Click the Sign In button.



5. Once logged into the Parent Portal, you will have access to the following information for any child/children that you have added to your Parent Portal Account.

 Grades and Attendance	Displays student grades and attendance for the current school year.
 Attendance History	Displays detailed student attendance information for the current grading term.
 Email Notification	Displays options to allow account holders to set automated e-mail notifications of Parent Portal data.
 Account Preferences	Displays options for managing your PowerSchool Parent Portal account preferences.
 My Schedule	Displays a student's schedule for the current school year.
 School Information	Displays contact information and grading term dates for an assigned school.

6. When you are finished using the Parent Portal, please remember to log out by clicking the “Sign Out” button at the top of your screen.



Detailed Description of Parent Portal Pages

Grades and Attendance (Top of Screen)

Grades and Attendance:

Exp	Last Week		This Week		Attendance By Class						
	M	T	W	H	F	Course				Absences	Tardies
	M	T	W	H	F	Q1	Q2	Q3	Q4		
1(M-F)						A+ 100	A+ 100	A+ 100	A+ 100	0	0
2(M-F)						A+ 100	A+ 100	--	--	0	0
3(M-F)						A+ 100	A+ 100	A+ 100	A+ 100	0	0
4-5(M-F)						A+ 100	A+ 100	A+ 100	A+ 100	0	0
6-7(M-F)						A+ 100	A+ 100	--	--	0	0
8-9(M-F)						A+ 100	A+ 100	A+ 100	A+ 100	0	0

Class Score Detail:

Course	Teacher	Expression	Final Grade ¹
Displays course name, teacher, name, period, and final grade			
Teacher Comments: Displays section description if provided by the teacher			
Section Description: Displays section description if provided by the teacher			

Assignment Scores

Due Date	Category	Assignment	Codes	Score	%	Grd
Displays due date, assignment category, assignment type, and grade of each individual assignment. Clicking on a category or assignment displayed with blue text (a hyperlink), will open a detailed description of the category or assignment if provided by the teacher						

Dates of Attendance:

Dates of all absences for	Course Name Displayed
1. 12/02/2011 - 1	

Legend

Attendance Codes: Blank=Present | 1=Absent | 3=Religious | 4=No Trans. VT | 5=Half Day Absence | B=Bring Child to Work | 7=Home Instruction | C=Truant | S=Suspended (OOS) | Q=In School Suspension | I=Chronically Ill | T=Tardy | U=Unexcused | W=Ill Waiver | V=School Activity | X=Excused | E=IEP Exempt | O=Other | P=Parental Instr. | L=Extended Late | IAP=Interim Alt Ed Placement | D=Early SignOut | N=Nurse's Office | VPO=VP Office | G=Guidance Office | Citizenship Codes: O=Outstanding | S=Satisfactory | N=Needs Improvement | U=Unsatisfactory

Grades and Attendance (Bottom of Screen)

Special Weighting			
Term Y1			
Name	Weight %		
Term Based		School specific term weight is displayed indicating what percentage quarters, semesters, and exams (when used by a school) account for in the yearly grade.	
Term Based			
Term Based			
Term Based			
Term Based			
Term Based			
Term S1			
Name	Weight %		
Term Based		School specific term weight is displayed indicating what percentage quarters and exams (when used by a school) account for in the semester grade.	
Term Based			
Term Based			
Term Q1			
Name	Weight %	Low scores to discard	
Category Based			FOR EACH QUARTER: If a teacher uses a weighted average for grading a list of assignment categories, the percent of the total quarter grade the category accounts for, and number of low scores dropped from each category if any is displayed. If a teacher uses a total points grading system the words "Total Points" are displayed.
Category Based			
Category Based			
Category Based			

Attendance History

Course	Expression	11/7-11/11					11/14-11/18					11/21-11/25					11/28-12/2					12/5-12/9					12/12-12/16									
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
Course Name and Period List for the selected student.		-	-	-	-	-											-	-									1									
		-	-	-	-	-											-	-									1									
		-	-	-	-	-											-	-									1									
		-	-	-	-	-											-	-									1									
		-	-	-	-	-											-	-									1									
		-	-	-	-	-											-	-									1									

A chart of courses, meeting periods, and attendance codes is displayed for the current term. If a school takes attendance for each period of the day, attendance codes may vary by period.

Attendance codes are unique to each school and are listed at the bottom of the page with a description.

Legend

Attendance Codes: Blank=Present | 1=Absent | 3=Religious | 4=No Trans. VT | 5=Half Day Absence | B=Bring Child to Work | 7=Home Instruction | C=Truant | S=Suspended (OOS) | Q=In School Suspension | I=Chronically Ill | T=Tardy | U=Unexcused | W=Ill Waiver | V=School Activity | X=Excused | E=IEP Exempt | O=Other | P=Parental Instr. | L=Extended Late | IAP=Interim Alt Ed Placement | D=Early SignOut | N=Nurse's Office | VPO=VP Office | G=Guidance Office |

Email Notification

What information would you like to receive?

- Summary of current grades and attendance
- Detail report showing assignment scores for each class.
- Detail report of attendance.
- School announcements.

How often?

Never

Email Address

Email address of Parent Portal Account holder

Additional Email Addresses

(separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for

If you have multiple students attached to your Parent Portal account, you may choose to apply the same email settings to all students simultaneously by clicking the indicated check box.

You may choose to send the selected email updates right away by selecting the "Send now" check box. If you do not select this box, emails will be sent out based on your "how often" settings.

If you would like to receive email updates at more than one email account, please add additional email addresses in the provided box.

Users of the Parent Portal have the option to have the Parent Portal automatically email selected updates on a scheduled basis.

To select an e-mail option, check the box next to the option you would like to have emailed to you if any.

Select how often you would like to receive automatic updates. Select from the drop down list (Never, Weekly, Every Two Weeks, Monthly, or Daily). You may change your settings at any time. Please do not send emails to SPAM/Junk Email.

Please note, you will only receive email updates when school is in session and on scheduled school days.

Please note that the emails are designed by Pearson, the parent company of the PowerSchool Parent Portal, and cannot be edited by the Sayreville School District. Please make sure that the e-mail address powerschoolnoreply@sayrevillek12.net is added to your safe/white list so that e-mails are not sent to SPAM/Junk Email.

Account Preferences

Profile Students

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name: [input field]
Last Name: [input field]
Email: [input field]
Select Language: [Select a Language dropdown]
Username: [input field] [pencil icon]
Current Password: [input field] [pencil icon]

To change your username and/or password, click on the pencil icon next to your existing username and/or password.

The account preferences page is broken into two parts, the profile tab of the Parent Portal account holder and the student's tab which lists students currently attached to the Parent Portal account.

From the Profile page, you may change your first name, last name, primary email address, username, and current password. At this time the only available language is English. Sayreville School District is exploring the option of expanding the available Parent Portal languages as part of a future update.

From the Student's page, you may add additional students to your account by clicking the add button as long as you have a valid Access ID and Access Password for the student. To remove a student from your account, please email powerschool@sayrevillek12.net

Profile Students

Account Preferences - Students

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

My Students [Add + button]

My Schedule

M

T

W

R

F

The "My Schedule" page will display a student's current schedule for the current term in chart form. Information contained on the schedule will include course name, teacher name, room number, and period.

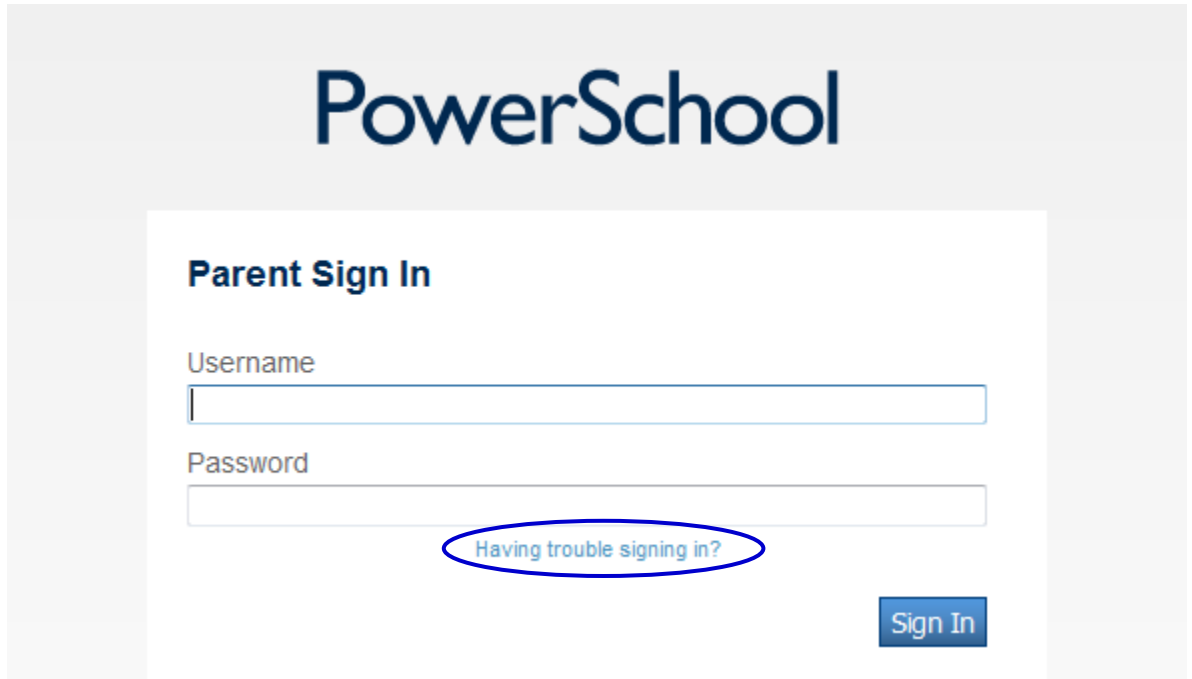
School Information

School Information			
School Name			
School Address			
School Phone			
School Fax			
School Principal			
Principal's Phone			
Principal's Email			
Assistant Principal			
Assistant Principal's Phone			
Assistant Principal's Email			
Attendance Secretary's Email			
Registrar's Email			
This Year's Terms			
Term	Start Date	End Date	# School Days
Quarter 1 (Q1)	09/08/2011	11/08/2011	43
Quarter 2 (Q2)	11/14/2011	01/24/2012	43
Quarter 3 (Q3)	01/25/2012	04/02/2012	48
Quarter 4 (Q4)	04/03/2012	06/15/2012	47

The school information page will display general contact information for the selected student's assigned school as well as start and end dates for grading quarters and the total number of days in each quarter.

Troubleshooting your Parent Portal Username and Password

1. If you are unable to remember your username and/or password, please click the “Having Trouble Signing In?” link on the Parent Portal login page.



PowerSchool

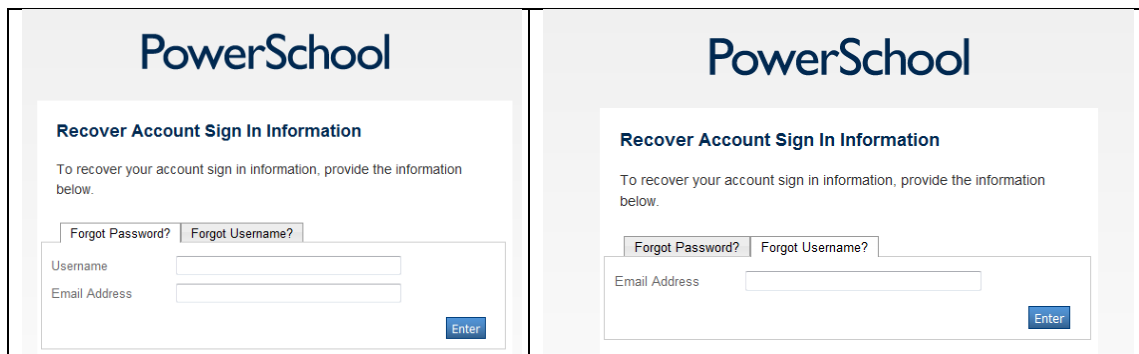
Parent Sign In

Username

Password

[Having trouble signing in?](#)

2. Choose the “Forgot your Password” or the “Forgot your Username” option and enter the required information.



PowerSchool

Recover Account Sign In Information

To recover your account sign in information, provide the information below.

Username

Email Address

PowerSchool

Recover Account Sign In Information

To recover your account sign in information, provide the information below.

Email Address

3. Once you have entered the required information click the “Enter” button.



4. An automated email will be sent to you from powerschoolnoreply@sayrevillek12.net with your username and directions on how to reset your password. You must have access to the email address on file with the Parent Portal in order to receive the account troubleshooting emails. If you do not receive the e-mail, please check your SPAM/Junk Mail folder. It is recommended that you add the email address powerschoolnoreply@sayrevillek12.net to your list of safe/allowed email addresses.
5. If you no longer have access to the email address you used to create your Parent Portal account you will need to contact your child/children's school.

Troubleshooting your Parent Portal Account

- If you believe the security of your Parent Portal Account has been compromised, please change your Parent Portal Account password.
- If you believe that your child/children's AccessID and Access Password have been compromised, please contact your child/children's school .
- If you are experiencing any technical problems with the Parent Portal website, please email powerschool@sayrevillek12.net .
- If you have any questions concerning your child/children's attendance, please contact your child/children's individual school(s).
- If you have any questions concerning your child/children's grades, please contact your child/children's individual teacher(s).
- Please note that during the time period that grades are being finalized by teachers at the end of a term, those term grades will not be available on the Parent Portal.
- Please note that the Parent Portal will not be available during the summer months when school is not in session.