

Newark Board of Education

# PowerSchool Parent Portal User Guide

## **Introduction**

Research shows that when parents are engaged, students become more active participants in the educational process, which helps mitigate problems, instills better study habits, and addresses issues as they arise all of which are key factors in academic success. More than ever, parent/guardian involvement is critical to the academic success of their children.

Newark Board of Education is offering parents access to their children's PowerSchool information over a secure internet connection, commonly referred to as the PowerSchool Parent Portal. By providing our parents/legal guardians a way to view student grades and attendance we are taking yet another step to promote student success.

PowerSchool's Parent Portal provides parents/guardians real time access to information tied to your child(ren), such as attendance, grades, and future assignment descriptions. Parents/guardians will only be able to see information for their own child(ren) through the use of their own PowerSchool Parent Portal account. In addition, allows teachers and parents/guardians to communicate electronically so that information is shared on a regular, timely basis.

## Access to the PowerSchool Parent Portal

You can access the **PowerSchool Parent Portal** from any computer with Internet access. Newark Board of Education's PowerSchool Parent Portal can be accessed via the PowerSchool Parent Portal link on Newark board of Education website or at: <http://sis.nps.k12.nj.us/public>.

## Creating a PowerSchool Parent Portal Account

To access the PowerSchool Parent Portal you will need to create 1 (one) account to access the information for all children you currently have enrolled in Newark Board of Education Schools. Prior to creating your own account, you are required to:

- have an e-mail address
- obtain an Access ID and Password for each child you have enrolled in Newark Board of Education School

Your child(ren)'s school can assist you with the above requirements.

Step 1: Access to PowerSchool Parent Portal at <https://nps.k12.nj.us/public> (or via the PowerSchool Parent Portal link on Newark BOE website. You will see the screen below.

Step 2: Click on the Create Account tab and click on Create Account on the bottom right.

**PowerSchool SIS**

**Acceptable Use Acknowledgement**

Logging into the PowerSchool Parent Portal signifies your agreement with, and understanding of Newark Public Schools' Acceptable Use Policy.

Student Policy PDF available [here](#).  
Staff / Parent Policy PDF available [here](#).

**Student and Parent Sign In**

Sign In **Create Account**

Username

Password

[Forgot Username or Password?](#)

**Sign In**

Step 3: Enter the following information to create an account:

## Create Parent Account

### Parent Account Details

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: <span style="float: right;">•Be at least 8 characters long</span>	

### Link Students to Account

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

<b>1</b>	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose <input type="button" value="v"/>
<b>2</b>	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose <input type="button" value="v"/>

Step 4: click Enter on the bottom right corner to complete setting up your account.

Once an account has been set up, you will receive the following message: Congratulations! Your new Parent Account has been created. Enter your User Name and Password to begin using your new account.

## Logging into The PowerSchool Parent Portal

Step 1: Access the PowerSchool Parent Portal at <https://sis.nps.k12.nj.us/public> or on the NBOE website.

Step 2: Enter your User Name and Password: Click Submit.

## Navigating the Parent Portal

Once you log into the portal you will see the Grades and Attendance page. There are additional tabs for Standards Grades as well as Standardized Test Scores. At the time this document was published, the only test scores available are for the Spring 2019 NJ SLA formerly called PARCC. In the future, more test scores will be made available.

PowerSchool SIS

Welcome, [REDACTED] | Help | Sign C

Christine

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences

District Code: LKMB

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GET IT ON Google play

### Grades and Attendance: [REDACTED]

Grades and Attendance | Standards Grades | State Standardized Test Scores

Exp	Last Week		This Week		Course	Q1	E1	Q2	E2	F1	Q3	Q4	Absences	Tardies	
	M	T	W	H											F
	M	T	W	H											F
HR(A)					Homeroom Email [REDACTED] Joseph - Rm: 109	A 97	[1]	[1]	[1]	A 97	[1]	[1]	0	0	
1(A)					Instrumental Music I - Winds/Percussion Email [REDACTED] Joseph - Rm: 109	A 97	[1]	[1]	[1]	A 97	[1]	[1]	0	0	
2(A)					Intro to Law and Criminal Justice Email [REDACTED] - Rm: 203	A- 93	[1]	[1]	[1]	A- 93	[1]	[1]	1	0	
3(A)					Physics With Lab Email [REDACTED] Kevin - Rm: 346	A+ 99	[1]	A+ 100	[1]	A+ 100	[1]	[1]	0	0	
4(A)					English III Email [REDACTED] Gina - Rm: 235	B+ 87	[1]	[1]	[1]	B+ 87	[1]	[1]	1	0	
5(A)					Health III Email [REDACTED] Beverly - Rm: 203	B 85	[1]	[1]	[1]	B 85			0	0	
6(A)					Lunch Email [REDACTED] Antonio - Rm: Cafe	[1]	[1]	[1]	[1]	[1]	[1]	[1]	0	0	
7(A)					Music Technology II Email [REDACTED] Thomas - Rm: 122	A+ 100	[1]	[1]	[1]	A+ 100	[1]	[1]	1	0	
8(A)		1			United States History II Email [REDACTED] George - Rm: 208	A- 92	[1]	[1]	[1]	A- 92	[1]	[1]	5	0	
9(A)					Algebra II Email [REDACTED] Lisa - Rm: 324	F 57	[1]	[1]	[1]	F 57	[1]	[1]	1	0	
Attendance Totals													9	0	

The other Navigation links on the left side of the page include:

- Grade History - A full history of grades earned by the student in the educational career.
- Attendance History – A full history of the student attendance record.
- Email notification – Here you can select what kind of automated notifications and summaries you would like to receive by email.
- Teacher Comments – Comments that your child’s teachers have entered for their quarterly report cards.
- School Bulletin – This is a place for your child’s school to place important announcements.
- Class Registration – If your child’s school allows them to request courses for the following school year, you can do that from here.
- My Calendars – The student’s current class schedule.
- School Information – Some basic information about the school.
- Account Preferences – Here you can update your email address, password and add additional children to your account.