

How to Create A Parent Access Account

In order to create a Parent Access account, you must have an Access Account ID and Access Password for each student you wish to add to your account. **This information will be supplied by your school.**

Click the URL for your student's school <https://powerschool.cbalincroftnj.org/public>

Create Parent/Guardian Account

PowerSchool

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.](#)

Click Here
Create Account

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Click on the Create Account button. In the future after your account is created, you will login by entering your User Name and Password at the top of the screen.

Enter the following information:

- First Name
- Last Name
- Email address
- Desired User Name - This is the name you will use to access the system in the future. (Do not use your email address.)
- Password and Re-Enter Password -The gauge on the right lets you know the strength of your password choice.

Link Students to Account

The following information (provided by your school) is required for each student you wish to add to your account:

- Student's name
- Access ID
- Access Password
- Your relationship to the student

Click **Enter** when done.

PowerSchool

Create Parent/Guardian Account

First Name: Lori
Last Name: Carroll
Email: lilmamalori@gmail.com
Desired User Name: loricarroll
Password: [masked] Better
Re-enter Password: [masked]

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. William Carroll	willcarr	[masked]	Mother_step
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

enter

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When complete you should get the **Congratulation! Your new Parent/Guardian Account has been created** screen (see below).

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?](#)

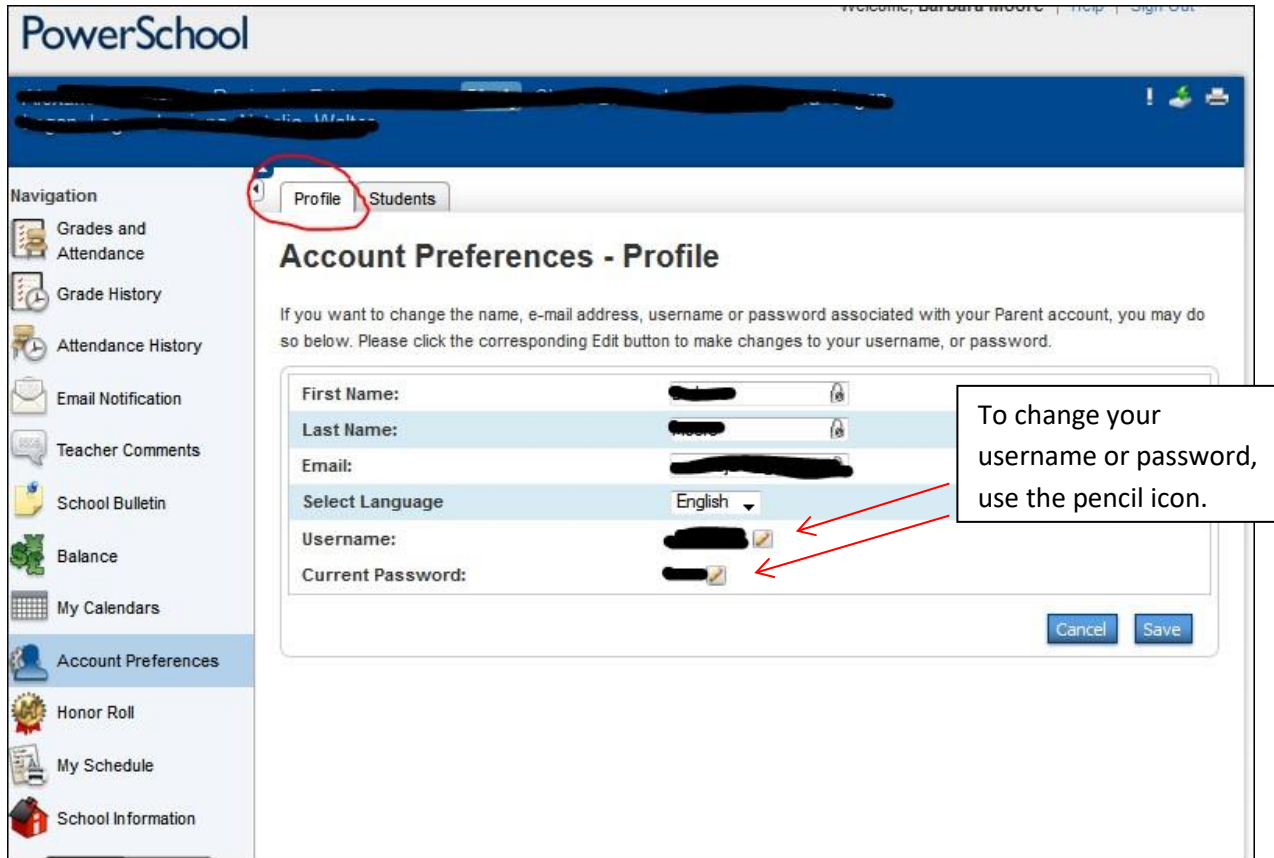
You can now access your Parent Access account information. Enter the Username and Password you created above and click the Submit button.

Adding Students to Your Account

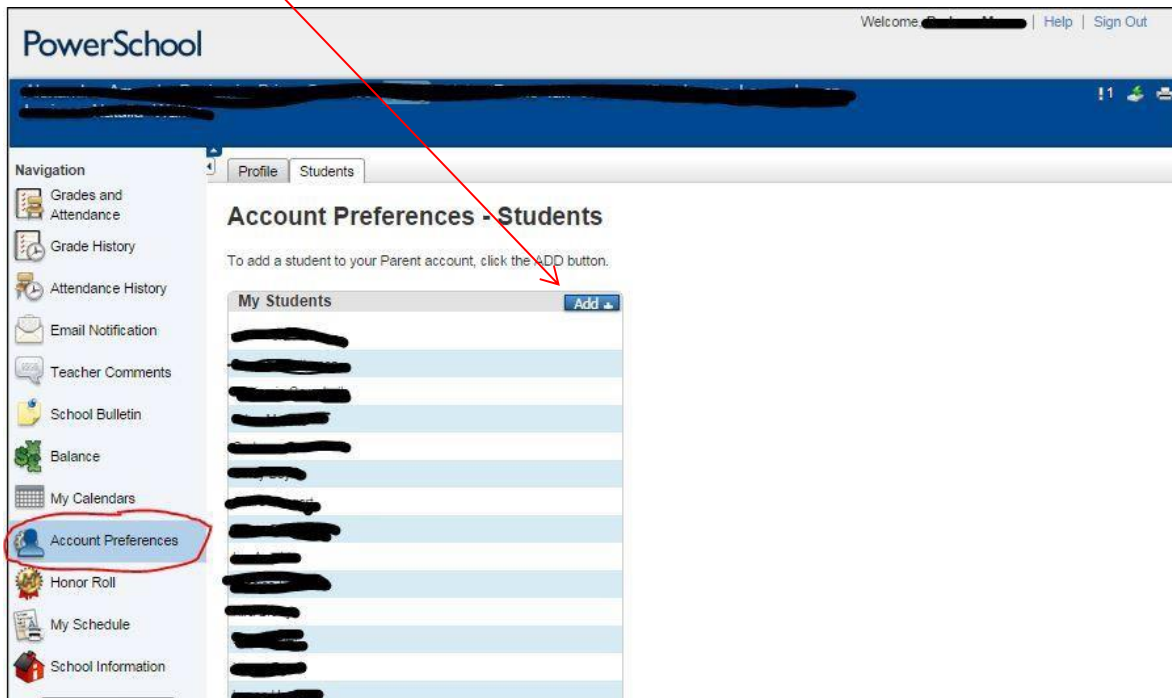
Click the Account Preferences icon.

The screenshot shows the PowerSchool user interface. At the top, it says 'PowerSchool' and 'Welcome [redacted] | Help | Sign Out'. The left sidebar contains a 'Navigation' menu with items like 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'School Bulletin', 'Balance', 'My Calendars', 'Account Preferences' (circled in red), 'Honor Roll', 'My Schedule', and 'School Information'. The main content area is titled 'Account Preferences - Students' and includes the instruction 'To add a student to your Parent account, click the ADD button.' Below this is a table with the header 'My Students' and an 'Add' button. The table contains several rows of redacted student information.

The **Profile tab** allows you to change your First Name, Last Name, Email address, User Name (used to access Parent Access) and Current Password.



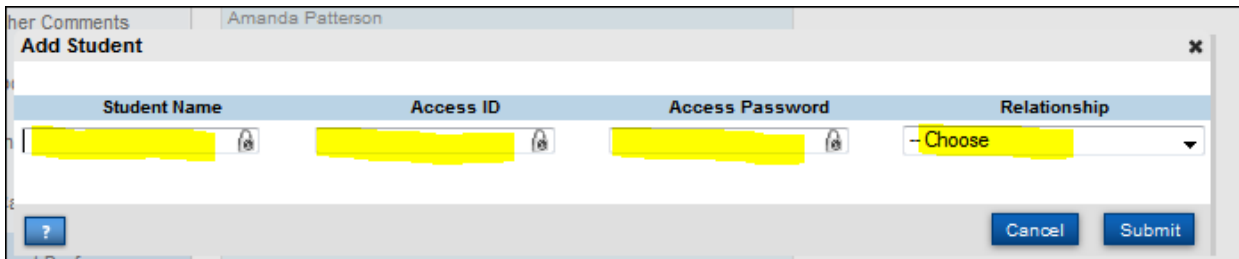
Click the **Students tab** to add another student to your account. Students can attend different schools; however, you must have their Access ID and Access Password to add them to your account.



Enter the student's Name, Access ID, Access Password and your relationship to the student. Click the Submit button to add the student to your account.

The new student has been added to your account. Each of you students will have their own tab at the top of the page. Click the student's name and the page icon containing the data you wish to see.

To keep your student's data secure, Logout when you are finished.



The screenshot shows a web application window titled "Add Student". At the top, there are tabs for "her Comments" and "Amanda Patterson". The form contains four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". Each of the first three fields is filled with a yellowed-out text and has a lock icon to its right. The "Relationship" field is a dropdown menu with the text "- Choose" and a downward arrow. At the bottom of the form, there is a blue button with a question mark on the left, and two blue buttons labeled "Cancel" and "Submit" on the right.