

# 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: Lon  
Last Name: Carroll  
Email: lmcarron@gmail.com  
Desired User Name: loncarroll  
Password: [Strength Gauge: Better]  
Re-enter Password: [Strength Gauge: Better]

**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	willcar	*****	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

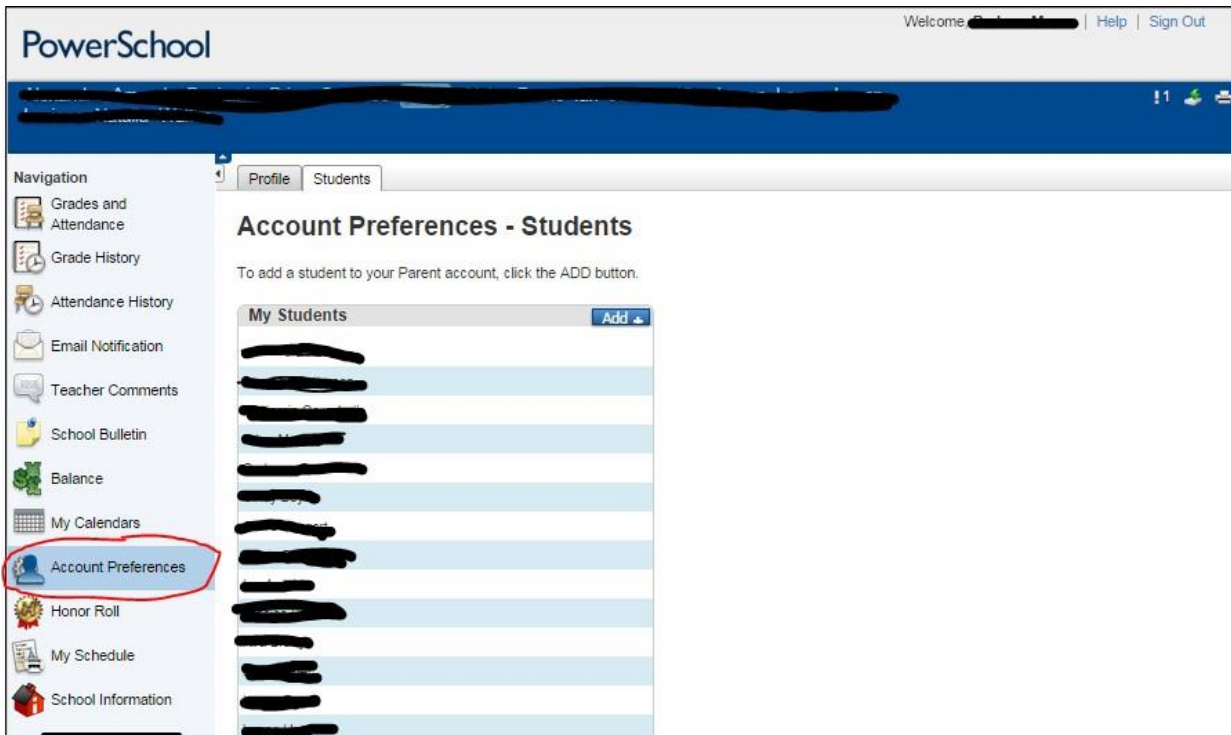
Password

[Having trouble logging in?](#)

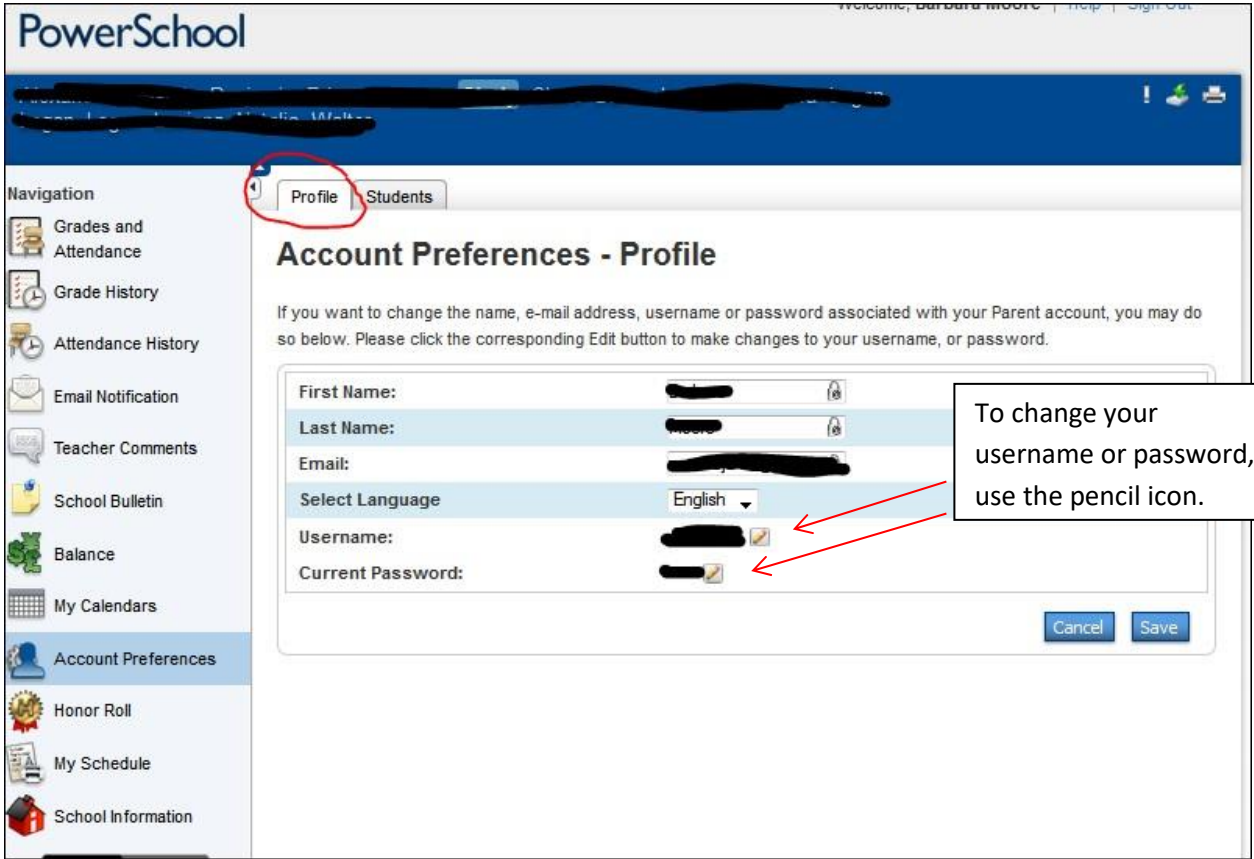
You can now access your Parent Access account information. Enter the Username and Password you created above and click the Submit button.

### Adding Students to Your Account

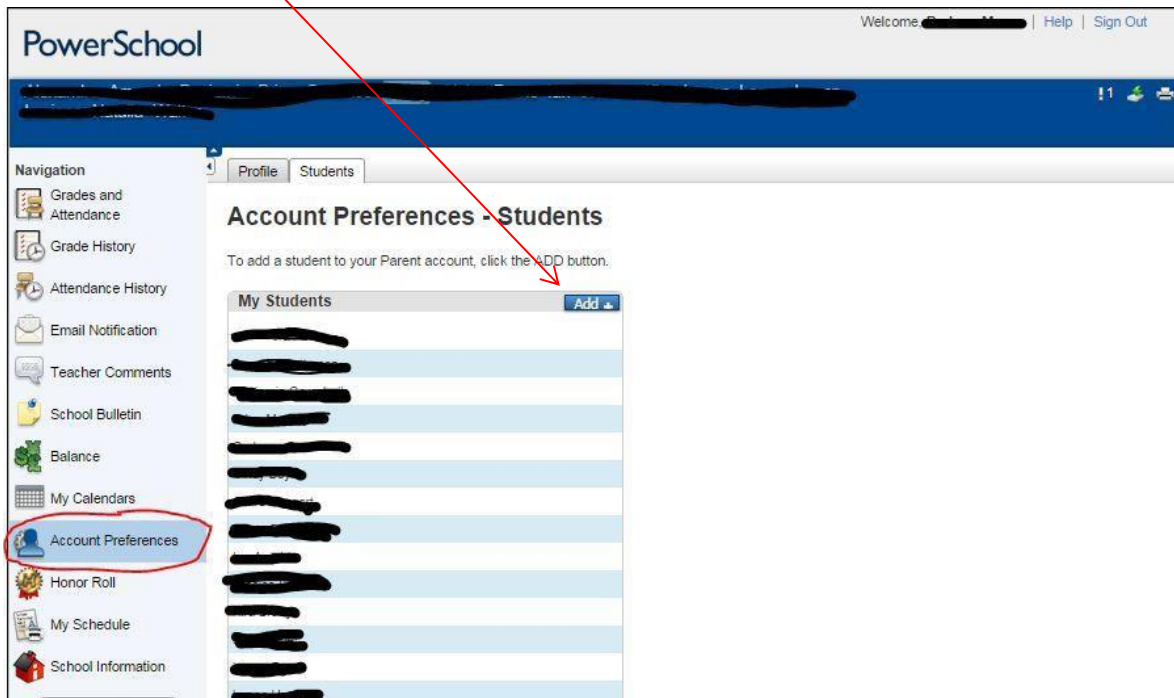
Click the Account Preferences icon.



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



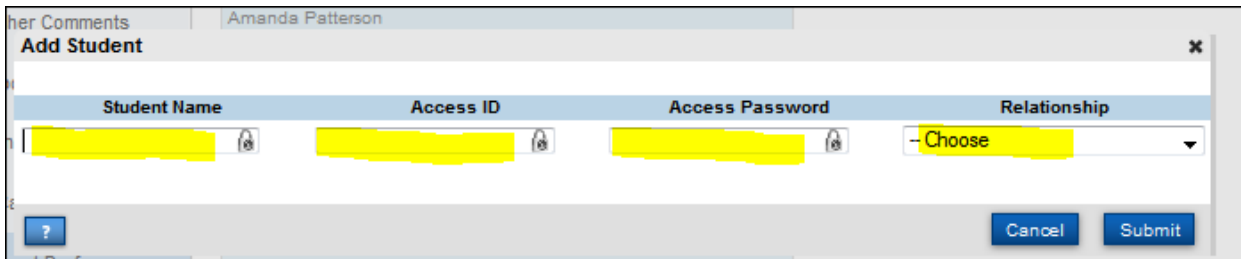
Click the **Students tab** to add another student to your account. Students can attend different schools; however, you must have their Access ID and Access Password to add them to your account.



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 with a tab titled "Amanda Patterson". The main content area is titled "Add Student" and contains a form with four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". Each of the first three fields is filled with a yellowed-out value 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.