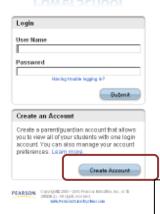## Create a Parent Single Sign-on Account

PowerSchool now **requires** parents/guardians to set up their own accounts. Parents/guardians **must** create a Single Sign-on Account (SSO), which allows them to choose one username and password combination to access information for ALL children in their family.

In order to set up a Parent Single Sign-on Account, Log into PowerSchool at http://powerschool.shsd.org/public/. Please follow the instructions below to create a single sign-on account. It's as easy as 1,2,3!

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.

Create Account

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1. Click "Create Account."

IMPORTANT NOTE: Before starting Step 2, decide on a User Name and Password and write them down in a safe place. The User Name and Password that you choose cannot contain any punctuation marks or spaces. Therefore, you cannot use an email address as a User Name. (e.g. you cannot use "jsmith@yahoo.com", but you can choose "jsmith" as your User Name)

PowerSchool

Create Parent/Guardian Account 2. Enter information to create your account. (See sample info entered below.)

First Name	Jane
Last Name	Smith
Email	jsmith@yahoo.com
Desired User Name	jsmith123
Password	••••••••••• Better
Re-enter Password	•••••••••••

(Choose your own User Name and Password; see IMPORTANT NOTE ABOVE)

Link Students to Account 3. Enter Name, Access ID, Access Password and select a relationship for each child.

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.	«First_Name»	«Access_Id»	«Access_Password»	Mother, natural/adoptive
2.				
3.				– Choose
4.				– Choose
5.				– Choose
6.				– Choose
7.				– Choose

If you do not have your Access_Id and Access_Password, please contact the appropriate school (see bottom)

Enter additional information for your other children (if any) on lines 2 – 7. If you do not have your access information for children from the Middle School or Bedwell, please contact those schools directly (see contact info below).

When finished entering information, click Enter → enter

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PowerSchool

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?

Submit

Your next screen will be a confirmation that your PowerSchool account has been created. Log in using the User Name and Password that you chose when setting up your account. This is the area you will log into on all future visits to PowerSchool.

**Note: You may have to enter the access information a second time if you receive an error message the first time.

Contact schools directly if you have any difficulty setting up your account.		
Bedwell Elementary School	**Bernardsville Middle School**	**Bernards High School**
Ms. Dolores Roehr – 908-204-1920 x4010	Ms. Deb Meyer – dmeyer@shsd.org	Ms. Robin Nickell – rnickell@shsd.org
Ms. Lucy Russoniello – 908-204-1920 x4012		908-204-1930 x2300