

Creating a PowerSchool Parent Portal Account

Before you can log on to the PowerSchool Parent Portal, you will need to create an account using your Access ID and Access Password. You should have received a letter from Newark Public Schools with your Access ID and Access Password. If you lost or did not receive this information, please contact the Parent Portal Help Desk at 973-733-7214 or parentportal@nps.k12.nj.us.



Login

User Name

Password

[Having trouble logging in?](#)

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.](#)

Step One: Access the Parent Portal via the Parent Portal link on Newark Public Schools' website at <http://www.nps.k12.nj.us/parentportal>. You will see the screen at the left.

Step Two: Click on Create Account.

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

Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password

Re-enter Password

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. Mary	Parent Access ID from letter	*****	Mother, natural/adoptive
2. John	Parent Access ID from letter	*****	Mother, natural/adoptive
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

Step Four: Click enter to complete setting up your account.

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