

# 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 [dowpsapn1.sjtp.net/public](http://dowpsapn1.sjtp.net/public) OR [dowpsapn2.sjtp.net/public](http://dowpsapn2.sjtp.net/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

PEARSON Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved.  
[www.PearsonSchoolSystems.com](http://www.PearsonSchoolSystems.com)

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 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: lilmamalori@gmail.com  
Desired User Name: loncarroll  
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	willcar	[masked]	Mother_step
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

enter

PEARSON Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved.  
[www.PearsonSchoolSystems.com](http://www.PearsonSchoolSystems.com)

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.

William ← Active student

Grades and Attendance
Grade History
Attendance History
Email Notification
Teacher Comments
School Bulletin
Class Registration
Balance
My Calendars
Account Preferences

Carroll, Lori (Last Login: 10/24/2010 at 9:56 AM)
 Logout

**Grades and Attendance**

To add a student to your account, click Account Preferences.

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A)											Language Arts 7 Spitzer, Kathy	B 83	--	B 83	--	--	--	3	0
2(A)											Social Studies 7 Spitzer, Kathy	B+ 89	--	B 85	--	--	--	3	0
3(A)											Math 2 Lauro, Kristin	A- 91	--	B+ 88	--	--	--	3	0
4(A)											Life Science 7 Day, Jennifer	D 64	--	D 64	--	--	--	3	0
5(A)											Junior High and Beyond Moore, Julie	--	--	--	--	--	--	3	0
6(A)											Unified Arts/Music Platten, Charles	A 95	--	--	--	--	--	0	0
<b>Attendance Totals</b>																	15	0	

Current Simple GPA (Q1): 3.000

[Show dropped classes also](#)

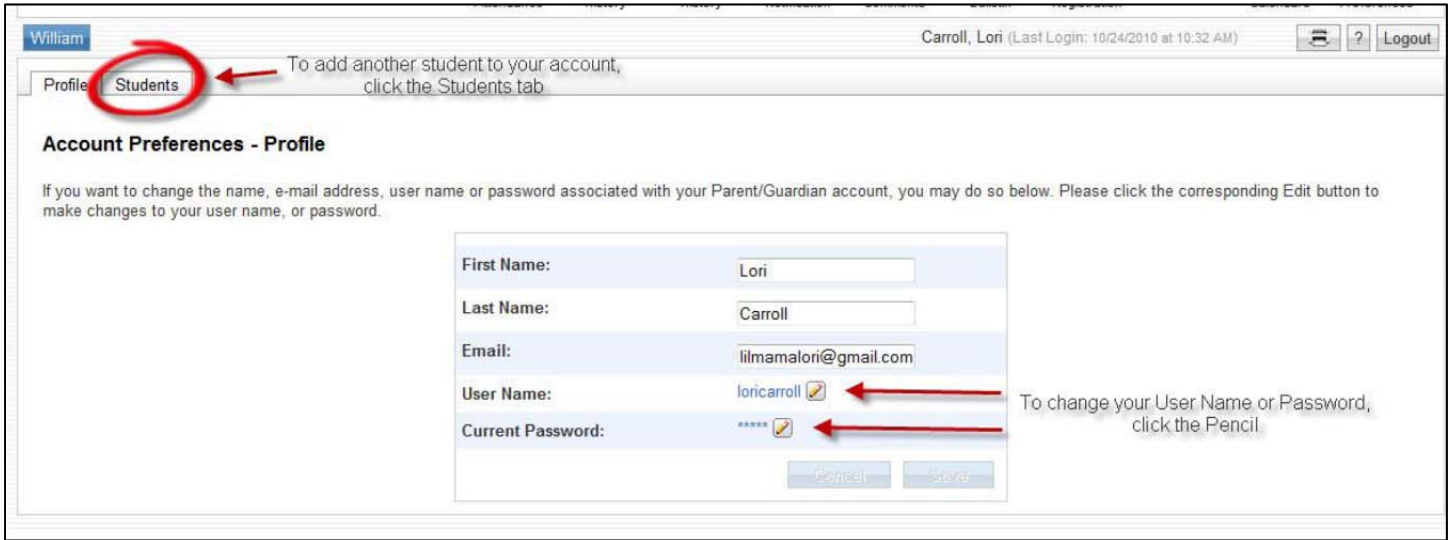
**Legend**

**Attendance Codes:** Blank=Present | ETY=Excused Tardy | TDY=Unexcused Tardy | UNV=Unverified | UNX=Unexcused | PE=Parent Excused | DE=Doctor/Dentist | ISS=In School Suspension | SUS=Suspended | OFF=Office | CUT=Truant | VAC=Vacation | ACT=School Activity | WAJ=Ill Waiver | KAP=KAP | DT=Detention Center | CNF=Crisis RC/ATU | SLF=Self Legal | ASC=Ab Skill Center | FAPE=FAPE School |

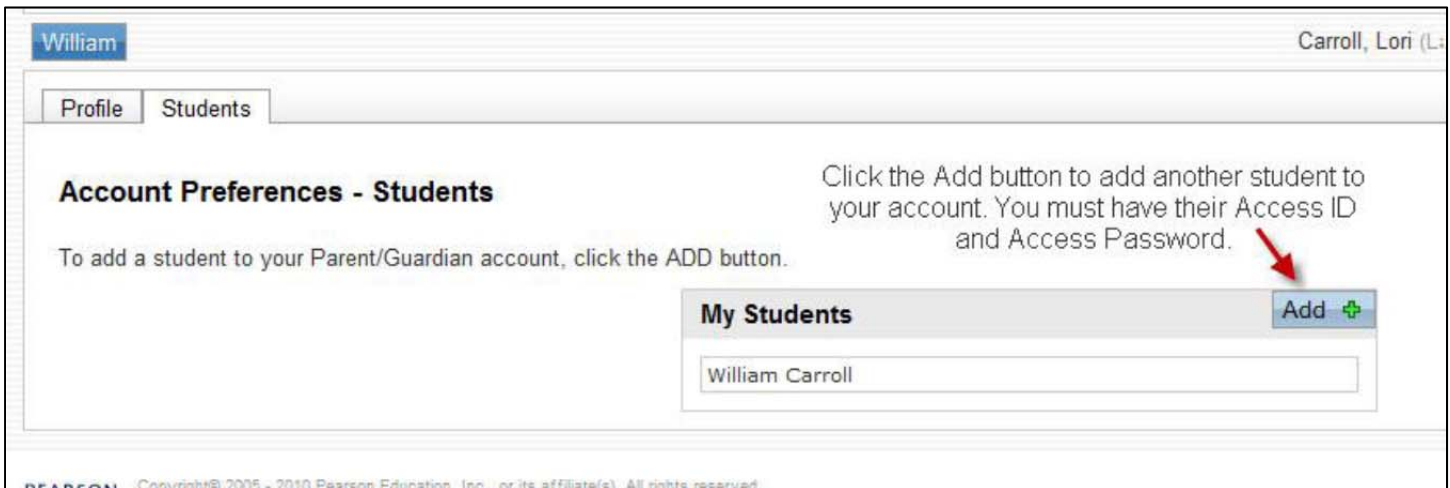
**Citizenship Codes:** O=Outstanding | S=Satisfactory | U=Unsatisfactory |

2

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.