

# Clinton Township School District

## PowerSchool, Parent Portal Single Sign-On Update

Dear Parents and Guardians,

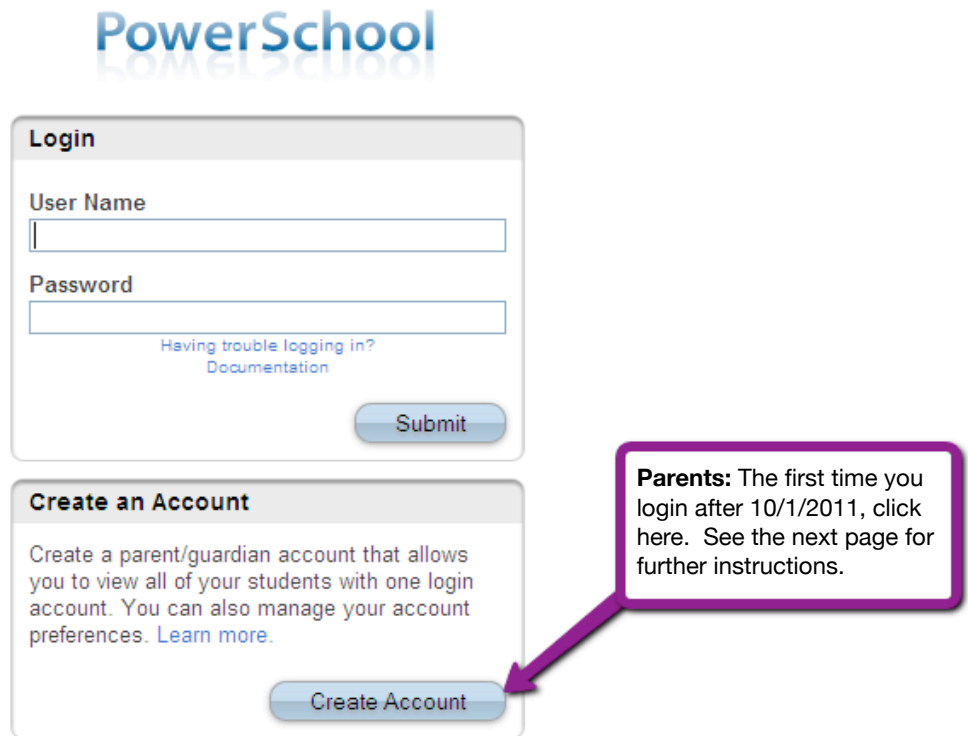
PowerSchool has been updated to provide parents with a “single sign-on” for your children. You will no longer need to individual usernames and passwords for each of your children.

**All** parents, regardless of the number of children you have, logging on to PowerSchool after October 1, 2011 will need to create a new guardian account from the welcome screen.

The address for the Parent Portal remains the same:

<https://sis.ctsd.k12.nj.us/public>  
(note the ‘s’ after ‘http’)

Once you have created your account you will need then use the Login menu to access student information.



The image shows the PowerSchool login and account creation interface. At the top is the "PowerSchool" logo. Below it is a "Login" section with a "User Name" input field, a "Password" input field, a "Submit" button, and a link for "Having trouble logging in? Documentation". Below the login section is a "Create an Account" section with a paragraph of text and a "Create Account" button. A purple callout box with an arrow pointing to the "Create Account" button contains the text: "Parents: The first time you login after 10/1/2011, click here. See the next page for further instructions."

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The screen shot below shows the form that you need to complete after clicking "Create Account." Note that the Access ID and Access Password will be sent to you by mail the weekend of 10/1/2011. For parents with children who had accounts last year, the Access ID and Access Password are the old username and passwords, respectively. Students new to the district will receive newly assigned Access IDs and Access Passwords.

Note that each parent may setup their own guardian account and link any/all of their children. If you wish to share your Access ID and Access Passwords with other family members, they may also setup Parent Portal accounts.



### Create Parent/Guardian Account

First Name	1. Enter your first name here	<input type="text" value="Jane"/>
Last Name	2. Enter your last name here	<input type="text" value="Smith"/>
Email	3. Enter your email here	<input type="text" value="jsmith@internetservice.com"/>
Desired User Name	4. Enter what you want your user name to be	<input type="text" value="jsmith"/>
Password	5. Enter what you want your password to be	<input type="text" value="try to get the gray box to turn green"/> <input style="background-color: #cccccc; width: 50px; height: 20px; margin-left: 5px;" type="text"/>
Re-enter Password	6. Re-enter password entered above	<input type="text"/>

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### 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.	first child's name	last year's Parent UserID	last year's Parent Password	Choose <input type="button" value="v"/>
2.	second child's name	last year's Parent UserID	last year's Parent Password	Choose <input type="button" value="v"/>
3.				-- Choose <input type="button" value="v"/>
4.				-- Choose <input type="button" value="v"/>
5.				-- Choose <input type="button" value="v"/>
6.				-- Choose <input type="button" value="v"/>
7.				-- Choose <input type="button" value="v"/>

7. **note:** last year you had a UserID and Password for each child. This year these will be used to give you "access" to your student information. Please enter these IDs and Passwords in the Access ID and Access Password boxes.

**Still have questions?** Email [parenthelp@ctsd.k12.nj.us](mailto:parenthelp@ctsd.k12.nj.us). Be sure to include your child's name and grade level.