



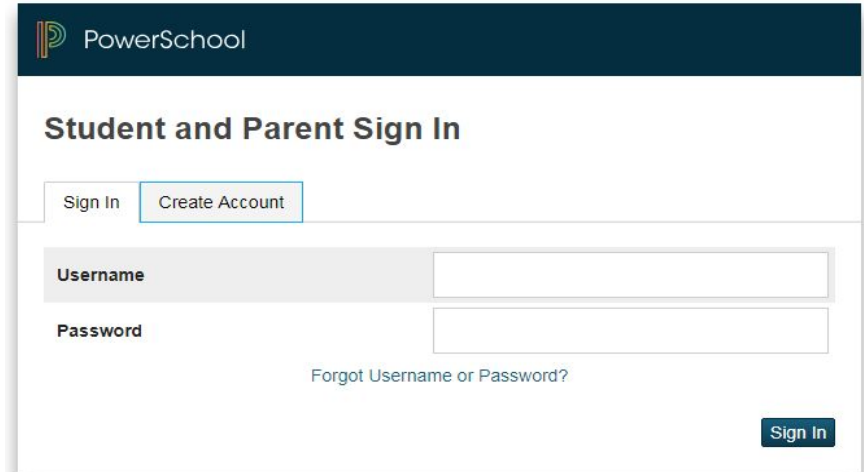
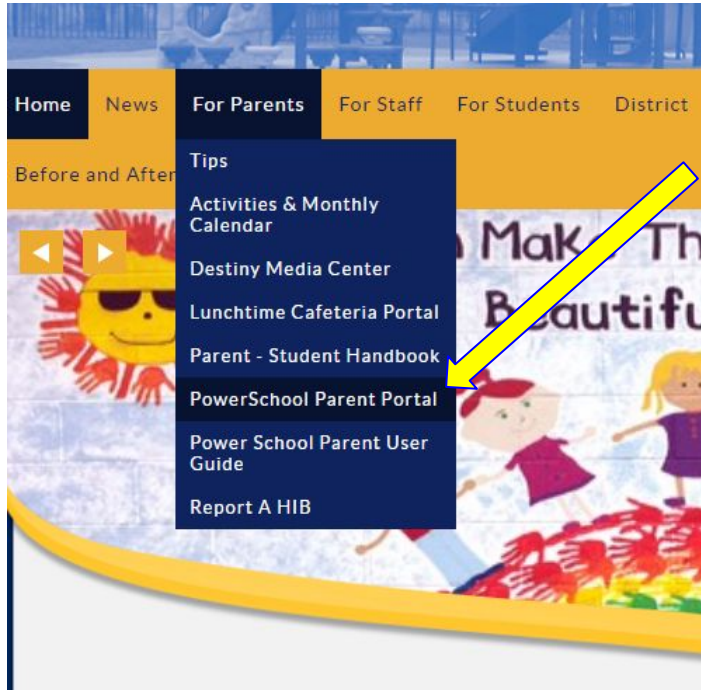
## **PowerSchool Parent Portal Access - Account Setup Instructions**

PowerSchool allows parents to create a single sign on account where they can add and then view all their student's information in their single login account (even if the students attend different schools). When a parent's single sign on account is created, an access code and password for each student must be entered. These codes will be provided to you from your child's attending school for each of your children.

Please follow the instructions below carefully to create and link your students to your account.

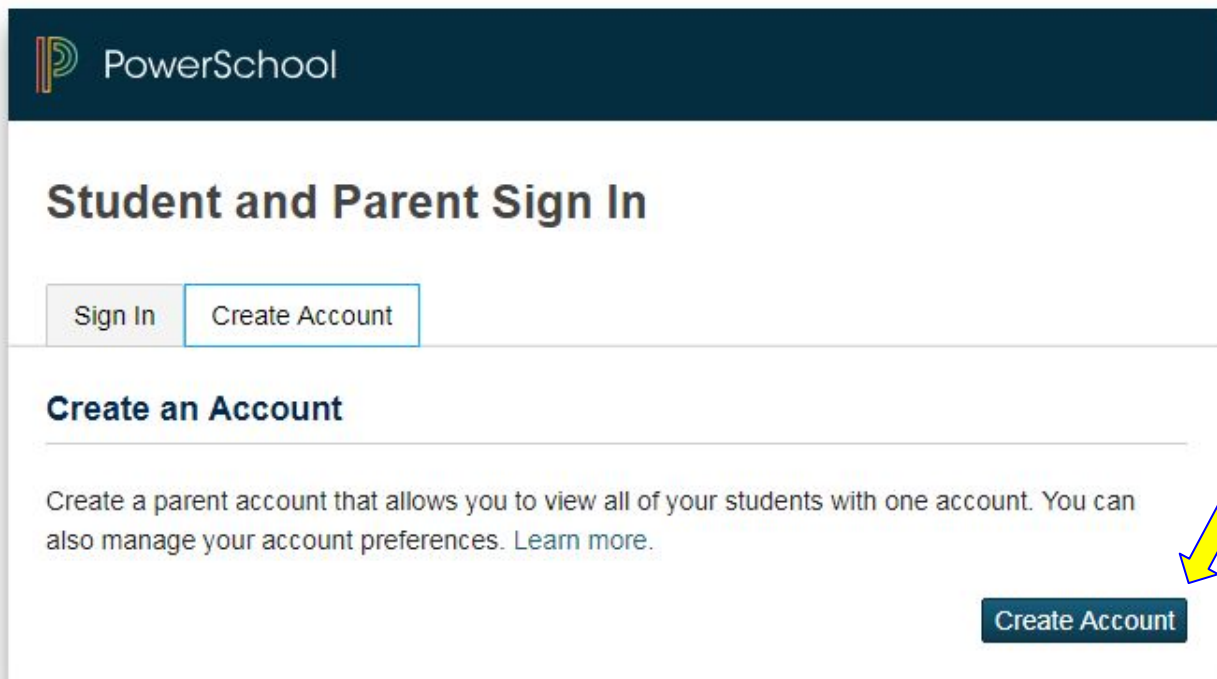
Accessing the Parent Portal at <https://gcsdnj.powerschool.com/public/home.html>

*There are links on the Cold Springs website under **FOR PARENTS***



Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.  
All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.

Click on the "Create Account" button and you will be directed to the account creation page:



**PowerSchool**

## Student and Parent Sign In

Sign In Create Account

### Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.

All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.

## Create Parent Account

### Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:

•Be at least 8 characters long

Your First Name:

Your Last Name:

Your Email Address:

The email address must be unique. If Parent/Guardians share the same email address, you should only set up one parent access account and you can only login and access one at a time.

Desired Username: Enter your choice, no apostrophe's or email addresses. - It must be in lowercase letters. Password: Again, enter your choice- but must be at least 8 characters and all lowercase.

Re--enter Password: Re-enter the same password to verify.

## Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

-- Choose

2

Student Name

Access ID

Access Password

Relationship

-- Choose

3

Student Name

This is where you will setup access to ALL your students. PLEASE watch spelling!

- Enter the Name of each Student you wish to associate with.
- Enter the Access ID (302#####P) and Access Password (302#####P)you were given from your child's school.  
**NOTE: the access ID and access password must be entered exactly as it appears on the form provided by the school.**
- Select the relationship you are to the student.

**NOTE: Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in its entirety before the record is created.**

Click Enter when you have completed entering all the information for your student and you will receive a confirmation that your account was created and you are ready to login. If you do not have all your student's access information at this time, you are able to add students after the account is created.

Up to 7 children

# What if you forget your login information?

On the login page:

Click on **FORGOT USERNAME** or **PASSWORD**.

PowerSchool

## Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.

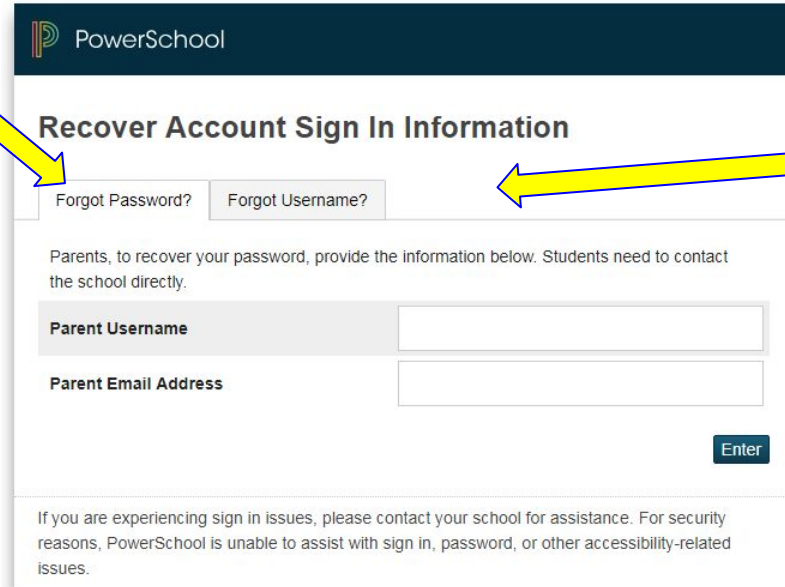
All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.

## If you forgot your Password:

Fill in your Username

Fill in your Email Address  
Click Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the Email address listed.



PowerSchool

### Recover Account Sign In Information

Forgot Password? Forgot Username?

Parents, to recover your password, provide the information below. Students need to contact the school directly.

Parent Username

Parent Email Address

Enter

If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.

Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.  
All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.

## If you forgot your Username:

Click on the Forgot Username? tab  
Enter your Email Address  
Click Enter

The system will authenticate your information and send you an Email listing your Username.

# Returning Student Registration - Snapcodes

To the parent(s) of: **your student**,

We are excited to announce online Returning Student Registration for the upcoming school year! This process replaces the paper forms sent home at the beginning of each school year. Your Returning Student Registration for **your student** at Gloucester City School District is now available online.

## How do I get started?

**If you have already created your PowerSchool Parent Account, just click on the link for Returning Student Information found in the lower left hand side of the parent portal page and follow the directions to enter **your** student's snapcode: **pdfk73973dnkol****

**If you have not created your PowerSchool Parent Account, just click on the snapcode link below for access to the Returning Student Information portal**

Click this snapcode link: <https://registration.powerschool.com/family/gosnap.aspx?snapcode=pdfk73973dnkol>

## What's a snapcode?

By clicking on the link above, you are automatically entering your child's snapcode. The snapcode is like a key to your child's Returning Student Registration for the upcoming school year. You should receive a unique snapcode or snapcode link for each child.

## Should I create an account?

- If you've never completed an online Returning Student Registration, you should create an account. This allows you to securely save your work and come back at a later time if necessary. You can use your email address or cell phone number.
- If you already have an account, you can sign in and complete the form. (You should use the same account to complete forms for multiple children.)



## Gloucester City School District - Returning Student Registration

### **Do I have to answer all the questions?**

Required fields are marked as "Required".

### **What if I make a mistake?**

If you would like to make a change, click on the underlined field or click "< Prev" to return to a previous page.

### **I've completed the form, now what?**

When you have finished entering your information, click "Submit." This will send all of the information you've entered to the school. If you cannot click on this button, you will need to make sure that you have answered all required questions.

### **What if I have more than one student at Gloucester City School District?**

Do I need to do this for each child? Yes, because you'll need to provide information that is specific for each child. We recommend that you submit one Returning Student Registration and then start another – this will allow you to "snap over" shared family information, which will save you time.

### **I don't know what a question is asking.**

You can contact the school PowerSchool Coordinator by emailing them at [powerschool@gcsd.k12.nj.us](mailto:powerschool@gcsd.k12.nj.us) to ask any general questions about the form or the Returning Student Registration process.

### **Help! I'm having technical difficulties. (OLD UI)**

For technical support, visit our [PowerSchool Community](#) help center or click "Contact Us" from any form page.


### **Help! I'm having technical difficulties. (MOBILE UI)**

For technical support, visit our [PowerSchool Community](#) help center or click "Help" from any form page.

Thank you!

Gloucester City School District

# How to Add a Student to Your Parent Account

- Use this procedure to add one or more students to your parent account. You will need an Access ID and Access Password which was provided to you by your child's school.
- On the start page, click on the link from the navigation menu on the left.
- The Account Preferences – Profile page appears.
- Click the Students tab.
- On the Students tab, click the  icon to add a student to your parent account.
- The Add Student dialog appears.
- Enter information in the following fields listed.
- Click Submit. The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation email is sent to your email address.