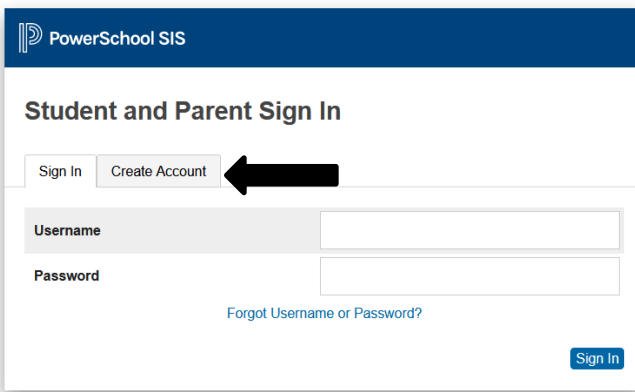# CLINTON TOWNSHIP SCHOOLS

PowerSchool Parent Users Guide 2024-2025

Please read this important information so you can access your student's PowerSchool information. You have the ability to create an account that will allow you to access all your students from a single login. Each parent will also be able to create their own username and password.

*The Single Sign-On is for Parents/Guardians <u>only</u>. It will not change the student login and password process.
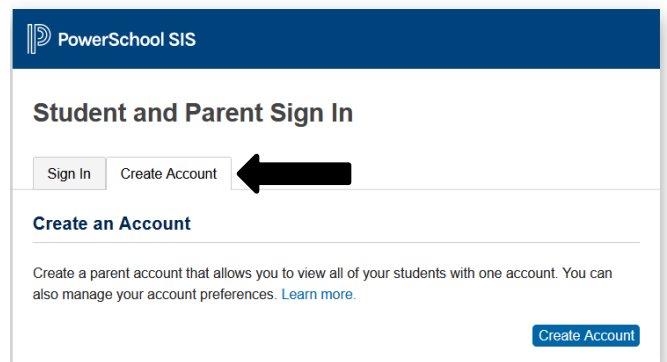
Creating your Account

- Go to the [Clinton Township School District Parent Portal](https://ctsd.powerschool.com/public/home.html) page https://ctsd.powerschool.com/public/home.html
- The following screen appears.
- Click the **Create Account** button.

Click the **Create Account** button on the bottom of the screen.

Parent Account Details

• Enter your First Name.
• Enter your Last Name.
• Enter your Email address.
• Enter a Username you will use to log into your account.
• Enter a Password. (No apostrophes and it must be at
  least eight characters)

Link Students to Account

• Enter the Student Name, (first and last) Access ID and Access
*parenthelp@ctsdnj.org if you do not have the Access ID and
Password as you will not be able to add your student.*
• Select your relationship to the student.
• Click **Enter** at the bottom of the window when completed.
• You will receive this message below.