

CLINTON TOWNSHIP SCHOOLS


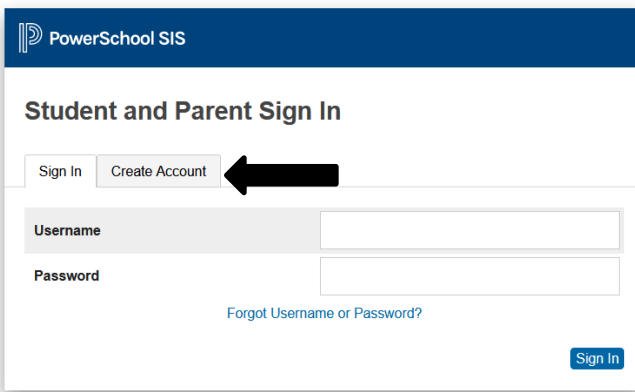
PowerSchool Parent Users Guide 2024-2025

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 only. It will not change the student login and password process.**

Creating your Account


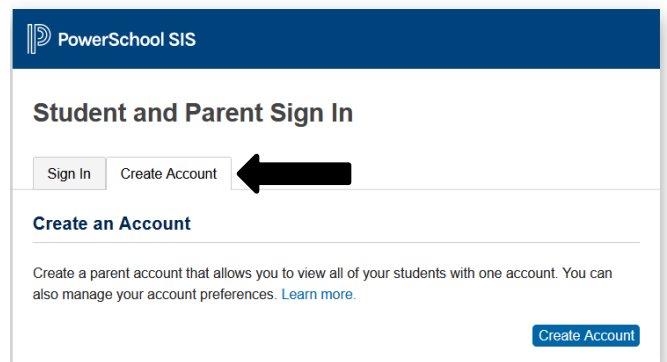
- Go to the [Clinton Township School District Parent Portal](https://ctsd.powerschool.com/public/home.html) page <https://ctsd.powerschool.com/public/home.html>
- The following screen appears.
- Click the **Create Account** button.

The screenshot shows the PowerSchool SIS login page. At the top is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A black arrow points to the "Create Account" button. Below the buttons are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form.

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

The screenshot shows the "Create an Account" page. At the top is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A black arrow points to the "Create Account" button. Below the buttons is the heading "Create an Account". The text below reads: "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](#)." A "Create Account" button is at the bottom right.



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.

The form is titled "Create Parent Account" and is part of the PowerSchool SIS interface. It contains a section for "Parent Account Details" with the following fields: First Name, Last Name, Email, Re-enter Email, Desired Username, Password, and Re-enter Password. Below these fields, there are instructions: "Password must: •Be at least 8 characters long •Not be a well known password." There is also a section for "Link Students to Account" which includes a table for adding students. The table has columns for Student Name, Access ID, and Access Password. A small table with one row and one column is shown, with the number "1" in the first column.

The form is titled "Student and Parent Sign In" and is part of the PowerSchool SIS interface. It has two tabs: "Sign In" and "Create Account". Below the tabs, there is a green message box that says: "✓ Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account." Below the message box, there are fields for Username and Password. Below the Password field, there is a link that says "Forgot Username or Password?". At the bottom right, there is a "Sign In" button.