

PowerSchool for Parents

Newington Public Schools uses the student information system, PowerSchool. With this website parents have access to information on their student's schedule, current grades, and attendance. They will be able to see their student's progress twenty-four hours a day, seven days a week from any device with internet accessibility.

The website location is: <https://npsct.powerschool.com/public/home.html>

Login Procedure & Parent Account Creation

Parents must create their own account in order to access PowerSchool. Multiple students can be linked to this one account, and students can be linked to more than one parent account. This is also the account needed to use phone apps.

Before making an account, be sure to have the Parent Access ID and Password for each student. This is different from the student's ID and Password. A letter is sent to the child's guardian containing the log in information for the student, the Parent Access ID and Password, and account creation instructions for parents. If you do not have this information, please contact your child's school counselor.

To create a new account, navigate to <https://npsct.powerschool.com/public/home.html> and click the "Create Parent Account" tab on the PowerSchool "Student and Parent Sign" In page.

PowerSchool

Student and Parent Sign In

Parents! Please note that in order to log in and use the mobile app you MUST create your own account and link your students. This will allow you to view all your students with the same account as well as being the account used to log into the mobile app. To start the process make sure you have your parent account credentials for each student and click the "Create Parent Account" tab.

Sign In Create Parent Account

Username

Password

[Forgot Username or Password?](#)

Sign In

Instructions for creating the account will appear along with a "Create Account" button. When you are ready, click the "Create Account" button to go to the account creation form.

Parent Account Details

The first section on the page, “Create Parent Account,” is the information necessary to establish the parent’s account. All fields in this section are required. The fields are:

- First Name - Your first name
- Last Name - Your last name
- Email - Your email address, this is where any username/password recoveries will be sent
- Desired Username - The username you will use to log into the account
- Password - Password you will use to log into the account

Parent Account Details

| | |
|--------------------------|---|
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Email | <input type="text"/> |
| Desired Username | <input type="text"/> |
| Password | <input type="password"/> <input type="password"/> |
| Re-enter Password | <input type="password"/> |
| Password must: | •Be at least 5 characters long |

Link Students to Account

The second section on the page, “Link Students to Account,” requires information for at least one student to be provided, and includes the following:

- Student Name – Full name of your student
- Access ID - Case Sensitive (this not the student’s username)
- Access Password - Case Sensitive (this is not the student’s password)
- Relationship - Your relationship to the student i.e., mother, grandfather, etc.)

Link Students to Account

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

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| | |
|------------------------|--------------------------|
| Student Name | <input type="text"/> |
| Access ID | <input type="text"/> |
| Access Password | <input type="password"/> |
| Relationship | -- Choose ▾ |

Users may enter the information for up to seven students when initially establishing their account. You may add more students once logged in with your new account. When all fields in the “Create Parent Account” section and at least one student’s information is filled-in, click the “Enter” button at the bottom of the page.

If no errors, the account will be created and you will be redirected to the log in screen, you can now log in with your new account information. You no longer will use the Access ID and Password and will use the username and password you just created moving forward.

You may receive an error message if: you have not completed all fields in the form, you entered an invalid parent access ID for your student, you have entered your student’s log in information instead of the parent access ID, or you have used an email address or username that is associated with another parent account.

When an error occurs, parents will need to re-enter any information that was not entered correctly, and also re- enter any passwords for security reasons.

Account Preferences & Adding Additional Student(s)

Users can manage their account and add users while signed in by clicking “Account Preferences” in the left menu. This page allows parents to manage their account information including name, user name, account password, and email address. Parents can also add additional students to their account, provided they have the parent access ID and parent access password for any student they wish to add. If you need to link another student to your account; sign in and click “Account Preferences” in the left menu. Click the students tab then click “Add” to add a new student to the account. Complete all fields in the pop-up and click “submit”. You will have to do this for each additional student.

Viewing different Students

If you have multiple students linked to your account, they will all be listed in the blue bar at the top of the screen. To toggle between students, click the name of the student you wish to view. When a student graduates or exits Newington they will no longer be available.

Email Notifications

PowerSchool can send scheduled emails containing announcements, attendance, assignments, grades, and balance information. "Email Notifications" in the left menu allow parents to customize their email preferences (If multiple students are linked to the account, they will need to be done separately) associated to their account. When you have the settings the way you want click "Submit".

To test the settings check off the "Send now for..." box and click "Submit" to have PowerSchool send the emails you signed up for immediately to all addresses listed in "Contact Information".

Current Grades, Attendance, and Assignments

Clicking the "Grades and Attendance" link in the left menu, will take you to a screen containing your student's schedule and current course information. From left to right:

- "Exp" is the period of the day, and day of the week, that the student has the class. The columns for "Last Week" and "This Week" display the attendance by each course. The code definitions are listed in the Legend at the bottom of the page. Students at the HS may lose course credit if the number of absences exceeds school policy.
- "Course" contains the name of the course and a link to email the teacher. Clicking the blue button will display the email address.
- Columns for each term of the school year are displayed containing the current grade of the student. If a grade is in "Y1" this refers to the overall grade for the class. Clicking a grade will take you to a listing of the assignments and any comments the teacher entered. If the name of an assignment is blue, the teacher has added a description about the assignment. Click to view.
- "Absences" contains the total absences for that course. Attendance is only taken in the Homeroom (HR) period at the Middle and Elementary Schools.
- "Tardies" contains the total tardies for that course. Attendance is only taken in the Homeroom (HR) period at the Middle and Elementary Schools.

Below the current courses is a link for "Show Dropped Classes Also". Click this if you wish to view any classes your student may have dropped.

Finally your student's daily attendance is listed in "Attendance by Day". This will aggregate the daily attendance for a student.

Grade History

To see all your student's grades from previous years click "Grade History" in the left menu. At the top of the screen will be a row of tabs for each year. Click the year to view the grades, grouped by term. No grades will display on this screen until the end of grading period

Teacher Comments

You can view comments for the current year by clicking “Teacher Comments” in the left menu. A drop down menu at the top will allow you to change the reporting term to see comments from a different term. There is a link to email the teacher. Clicking the blue button will display the email address.

Attendance History

To view recent attendance history for each course click “Attendance History” in the left menu. This screen shows more days than the “Grades and Attendance” page. Attendance is taken at the beginning of each school day in Homeroom (HR) at the elementary and middle schools. Attendance is taken every period at the High school. The attendance code definitions are displayed in a legend at the bottom of the screen.

Log Out of PowerSchool Parent Portal

Click the “Sign Out” link in the upper right hand corner of the page.

Mobile Apps

We do not support mobile apps that you download from a 3rd party such as the Apple Store. If you wish to use such an app, you will need to use the parent account you created and our district code: FKLN