



Parent Guide to Accessing Student Information with “Single-Sign-On” in PowerSchool

Dear Florham Park Schools Parents:

For more than five years, Florham Park Schools has provided parents with access to grades online, first at Ridgedale and now at Brooklake with PowerSchool in our continuing effort to strengthen communication between home and school. It has been very popular with our parents!

Over this time we’ve received feedback from parents of multiple children that it’s inconvenient to have to login in separately for each child. With the latest version of PowerSchool, there is functionality that will let you look at information on all your children in one place. This guide will show you how to set it up.

This access to your child’s information will be effective October 1, 2011. You’ll be able to create a single “parent” account, and then provide the information to link your children’s information to your parent account.

To begin, go to <https://sinfo.fpk.org/public>, and click on the “Create Account” button.

A screenshot of the PowerSchool website's login and account creation interface. The "PowerSchool" logo is at the top. Below it is a "Login" section with fields for "User Name" and "Password", a "Submit" button, and a link for "Having trouble logging in?". Below the login section is a "Create an Account" section with a description of the parent/guardian account and a "Create Account" button. A large black arrow points from the top right towards the "Create Account" button.

The next screen you will see will look like this. Create a username and password, and then fill out the information on each of your children.

Create Parent/Guardian Account

First Name: Super
 Last Name: Parent
 Email: superparent@yahoo.com
 Desired User Name: superparentlogin
 Password: ***** Weak
 Re-enter Password: *****

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. SuperKid1	ParentLoginFromSuperKid1	*****	Mother, natural/adoptive
2. SuperKid2	ParentLoginFromSuperKid2	*****	Mother, natural/adoptive
3. SuperKid3	ParentLoginFromSuperKid3	*****	Mother, natural/adoptive
4. SuperKid4	ParentLoginFromSuperKid4	*****	Mother, natural/adoptive
5.			-- Choose
6.			-- Choose
7.			-- Choose

enter

Click “Enter” when you are finished, and if all your information is correct and the username is available, you’ll be greeted with this screen.



Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Your new account should be permanent and last as long as your children are enrolled in the district.

Login

User Name

Password

[Having trouble logging in?](#)

Submit

This guide assumes that you have the previous login information for each of your children. If this isn’t true, the process is unclear, or you just need some help, please don’t hesitate to contact your child’s school. They have instructions on how to assist you in using this new feature.

Thanks for your interest in PowerSchool!



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Parent Portal Home Page

The home page displays a set of navigation buttons at the top. Use these buttons to go back and forth between the various screens. Using your browser's back button may log you out of Powerschool. When logged into the parent portal, the student's name appears at the top of the PowerSchool Parent Portal Home Page.

The Grades and Attendance icon brings this screen. This screen is split in two sections: Navigation Menu (left), Attendance, by period (left center) and Academic performance (right). Daily Attendance that is reportable (bottom)

Navigation

- Grades and Attendance
- Grade History
- Historical Grades
- Attendance History
- Email Notification
- Account Preferences
- Demographic Info
- Honor Roll
- My Schedule
- School Information
- Test Scores

Student name appears here

Grades and Attendance:

Please check your demographics to ensure the information we have on file is correct.
[Click Here](#) to view a list of all assignments and scores for the current term.

Attendance By Class																		
Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	F1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F								
1(A,C,E)	Science 6 Chang, Jennifer	94					0	0
1(B,D,F)	.	.	.	1	Pre-Alg. I 6 Eveland, Linda	--					1	0
2(A,C,E)	Visual Arts/MAP 6 Petrocelli, Emma	--					0	0
2(B,D,F)	.	.	.	1	Phys Ed/Hea 6 LaValle, Joseph	--					1	0
3(A-F)	1	Language Arts/Literacy Lvl. 6 Berhang, Jessica	64					1	0
3(A)	Media Literacy 6 Dyer, Hilde	91					0	0
4(A-F)	Math Lab 6 Chang, Jennifer	--					0	0
5(A-F)	Lunch 6 McNanna, Rich	--					0	0
6(A,C,E)	Social Studies 6 Janes, Karen	--					0	0
6(B,D,F)	.	.	.	1	Spanish I Vaglio, Scott	85					1	0
HR(A-F)	1	Homerom 6 Eveland, Linda	--					1	0
Attendance Totals																5	0	

Current Simple GPA (Q1):
[Show dropped classes also](#)









Attendance By Day														
Last Week					This Week					Absences		Tardies		
M	T	W	H	F	M	T	W	H	F	Q1	YTD	Q1	YTD	
				1						1	1	0	0	
Attendance Totals											1	1	0	0

Legend

Attendance Codes: Blank=Present | 1=Absent | 5=Absent Half Day | 3=Excused Absent Religion | 7=Home Instruction | T=Tardy | TE=Tardy Excused | 8=Truant -Full Day | 9=Truant -Half Day | E=Present/Early Dismissal | N=Present/In School Suspension | O=Absent Full Day/Suspension | V=Absent Half Day/Suspension |

Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Navigation Menu Icon Description

 <p>Grades and Attendance</p>	<p>Click "Grades and Attendance" to:</p> <ul style="list-style-type: none"> • Click on the teacher name and send an email message to the teacher. <p><i>(Note: This feature does not work with web-based email accounts such as Yahoo, Gmail and Hotmail. If you do not have a client based email program such as Outlook or Mozilla copy the email address to use with your web-based email account)</i></p> <ul style="list-style-type: none"> • View grades • View absences and tardies
 <p>Historical Grades</p>	<p>Click "Grades History" to: • View student grades for the previous term</p>
 <p>Attendance History</p>	<p>Click "Attendance History" to: • View attendance for the current term</p>
 <p>Email Notification</p>	<p>Click "Email Notification" to: • Set your email preferences</p>
 <p>Account Preferences</p>	<p>Click "Account Preferences" to: •Change your password</p> <ul style="list-style-type: none"> • Change a username • Change an email address • To add a sibling to the account
 <p>Demographic Info</p>	<p>Click "Demographic Info" to: • Review the information that is on record at the school pertaining to mailing address, phone numbers, etc.</p>
 <p>School Information</p>	<p>Click "School Information" to: • To locate school contact information.</p>
 <p>Test Scores</p>	<p>Click "Test Scores" to: • To review NJASK scores from past years</p>