

# South Brunswick Public Schools Family Connect Parent/Student Portal to PowerSchool How to Create a Parent Account

Dear Parents/Guardians,

Please read this important information so you can access your student's PowerSchool information. All parents/guardians must create an account and add your student or students to gain access from a SINGLE LOGIN. You will also be able to create your own User Names and Passwords and retrieve them if forgotten.

To create your family account, go to the Family Connect login page:

<http://ps.sbschools.org/public> or click onto the link on the school's Web site. You will see the following screen:

## Choose Parent Access.

IMPORTANT: You must create an account! The access ID and password you received is **for one time use only** to help you create your own account. The access ID and password is NOT your Parent/Guardian login user name and password but you must use the access ID and password to create your own account.

PowerSchool

**Notice**

Family Connect will "open" for the year during the week of September 26th.

**Choose Your Access**

Parent Access Student Access

**Notices**

With access to this site, you are subject to all South Brunswick Public Schools Board Policies and Regulations related to Student Privacy and Acceptable Use of the Computer Network/Computers and Resources. Click here to read more about our [Acceptable Use Policy \(AUP\)](#).

Work completed within this site is subject to the rules, regulations, and requirements of the [Family Educational Rights and Privacy Act \(FERPA\)](#) regarding the confidentiality of student records.

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[www.PearsonSchoolSystems.com](http://www.PearsonSchoolSystems.com)

**Choose Your Access**

Parent Access Student Access

**Create an Account**

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

Create Account

**Parent/Guardian Login**

Note: Your Username is the one you created and not the 11-digit number. If you do not have a personal user name then you must create one.

User Name

Password

[Having trouble logging in?](#)

Submit

## How to create your own Parent/Guardian Account and change your one time use login information to a self-created User ID and Password:

Step 1: Click "Create Account" and follow the instructions to set up your account and add access to your student's information. Detailed directions follow on the next page. Be sure to safeguard the user name and password that you create and remember which email account you use. In the section called Link Students to Account you type the Access ID and Access Password. Be sure to click Submit.

NOTE: Once you create your account, you no longer need the access ID and password you received in the mail because you will be using your self-created User ID and Password to log on to the Parent/Guardian account.

Step 2. Create Account. If you have created your account with a self-created ID/Password, type your User Name and Password. (Remember the password is case sensitive.) Click Submit.

If you have forgotten your login information click [Having trouble logging in?](#) For more details see page 3 of these instructions.

When you click Create Account the screen below will appear.

## ***How to set up access to your student's information.***

### Create Parent/Guardian Account

First Name	<input type="text" value="Joshua"/>
Last Name	<input type="text" value="Toll"/>
Email	<input type="text" value="jtoll@mail.com"/>
Desired User Name	<input type="text" value="jtoll"/>
Password	<input type="password" value="....."/> <span>Strong</span>
Re-enter Password	<input type="password" value="....."/>

### 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	Access Password	Relationship
1. Alex Toll	5678910 2664	....	Father, natural/adoptive
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

- Enter Parent's first name, last name, and email address –  
Note: The email address **MUST** be unique. If Parents/Guardians share the same email address, you should only set up one parent access account.
- User Name cannot contain an @.
- Password must be at least 6 characters and is case sensitive.
- Enter the **name of each student** you wish to add to your Parents/Guardian account.
- Enter the Access ID (11 digits) and Access Password (letters all in caps) from the Parent letter received for each student you wish to add to your Parent/Guardian Account.
- Select the relationship you are to the student.

Click **enter** when you have completed entering information for your student or students.

When your account has been successfully created, you will receive this message.



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

### Login

User Name

Password

[Having trouble logging in?](#)

**NOTE:** If Parents/Guardians share the same account, **ONLY ONE** Parent/Guardian may access the account at a time.

**Do not set your browser to save passwords to this site. For your security, the site will not allow access with a saved password.**

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.



- Select the appropriate name to change the page to that student's information.



## What if you forget your login information?

On the login page click on **Having Trouble Logging in?**

**Parent/Guardian Login**

Note: Your Username is the one you created and not the 11-digit number. If you do not have a personal user name then you must create one.

User Name  
Password

[Having trouble logging in?](#)

**Submit**

**Recover Account Login Information**

To recover your account login information, provide the information below.

Forgot Password? **Forgot User Name?**

User Name  
Email Address

**Enter**

### If you forgot your User Name:

- Click on the tab **Forgot User Name?**
- Enter your e-mail address
- Click Enter

The system will authenticate your information and send you an e-mail listing your User Name.

### If you forgot your Password:

- Click on the tab **Forgot Password?**
- Fill in your User Name
- Fill in your e-mail Address
- Click Enter

The system will authenticate your information and send a Security Token to the e-mail address listed with instructions on how to reset your Password.

**Recover Account Login Information**

To recover your account login information, provide the information below.

Forgot Password? **Forgot User Name?**

Email Address

**Enter**

**It is important to note that the Security Token is only good for 15 minutes. If the Parent/Guardian fails to reset the Password in that allotted time, you will need to repeat the process.**