

WEST NEW YORK SCHOOLS POWERSCHOOL PARENT/GUARDIAN PORTAL Quick Start Guide

Dear Parents,

PowerSchool is the West New York School district's student information system used to record and track student records, including grades and attendance. The parent portal is a module within PowerSchool that allows us to share student grades, assignments and attendance with parents, guardians and students. This quick startup guide helps you create an account within the parent portal to access your child/children's information.

To begin, visit our PowerSchool Parent/Guardian Portal login page:

<https://powerschool.wnyschools.net> or visit our district website at www.wnyschools.net and select the Parents tab and then click on the Parent Portal.

Once there, you will see the following screen on the right:

Click on the **Create Account** button

The screen below will appear:
This is the registration page.

Student Name	Access ID	Access Password	Relationship
1. Abigail Estevez	22178	Father, natural/adoptive
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

Enter your First & Last Name.

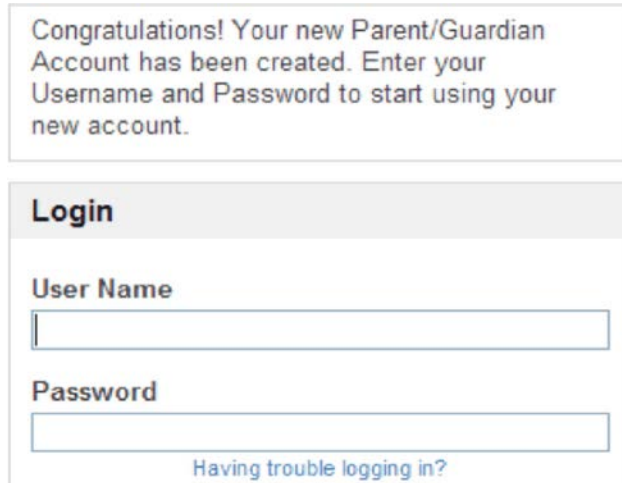
Enter an E-mail and a Desired User Name.
Note: The e-mail address and username *must* be unique per account created.

Enter the Student(s) Name you wish to associate with. Enter the **Access ID & Access Password** for each student. **Note: This info is provided by your child's school.**

Select your relationship to each student and click enter.

NOTE: If you have entered something incorrectly the system will catch the error after you hit **Enter**. If this occurs, the system will automatically blank out many of the fields you have entered. You must re-enter the information before the account is created.

When your account is created successfully you will see the screen below:



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?](#)

Please input the desired user name and password you chose in the registration page to access your child/children's student record.

Note: If the Parent/Guardian shares the same account, **ONLY ONE** Parent/Guardian may access the account at a time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your children's first names. Please view the example below.



Select the appropriate name to view the student's information.

WHAT IF YOU FORGET YOUR LOGIN INFORMATION?

On the login page click on the link **Having Trouble Logging in?** This will open the **Recover Account Login Information** screen seen below.

If you forgot your Password:

- Fill in your User Name
- Fill in your e-mail Address
- Hit Enter

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

Please note that the Security Token is only valid for 30 minutes. If you do not reset the Password within the allotted time, you will need to repeat the process.

If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your e-mail Address
- Hit Enter

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

Login

User Name

Password

[Having trouble logging in?](#)

Submit

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

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 are experiencing login issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with logon, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.