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Dear Parent/Guardian:

The District is pleased to make available to all grades PreK -12 parents and guardians the Single Sign On for the Parent Portal of *PowerSchool*, our student management system.

Starting this school year, all progress reporting and report card documents will be sent to parents and guardians electronically. Honor Roll notices will also be contained in the Parent Portal. You MUST have a Parent Portal account set up in order to receive those reports and notices.

PowerSchool's Parent Portal gives parent(s)/guardian(s) access to real-time information including attendance, grades and detailed assignment descriptions (grades 5-12), school information, and the ability to update contact information. The *PowerSchool* Parent Portal is a valuable tool, helping you stay well informed about your child(ren)'s academic progress. The Single Sign On feature will allow parent(s)/guardian(s) to have **one log in for multiple students** for whom they have legal and parental rights. Each parent(s)/guardian(s) can have a unique login, provided the parent(s)/guardian(s) have their own email address. Parent(s)/Guardian(s) can create their own accounts using the appropriate access credentials contained in the accompanying letter(s). Using the Access ID and Access Password assigned to each of your children you will create your own username and password to the Parent Portal. Before you begin, make sure you have in hand your confidential parent/guardian access ID and password assigned by the school to you for each child. Please be advised that The *PowerSchool* site is a *VeriSign* secure encrypted site.

If you already have an account set up for children in the Rahway Public School District, skip the first time set up section. Log in to your existing account and add the new student. (*** See Adding Additional Students if you have a log-in set upon the back side**)

First time users - Please use the following directions to set up your account:

1. Open your Web Browser (*we recommend Google Chrome or Firefox*)
2. Type the following address in your web browser's address bar :
<https://powerschool.rahway.net/public> and press return
3. When the log in page appears, make it a favorite in your browser so you do not have to retype the address next time you want to log in. Click on Parent/Student log in.
4. To get started, click on the Create Account Button on the login page.
5. The first section on the new page, requires you to enter the following information necessary to establish your new parent/guardian account: your first and last name, the email address you wish to use to receive communications from *PowerSchool*, and a unique username and password which you will use to login to *PowerSchool* after this account is set up. Keep the username simple, using letters and numbers, no spaces. The password must be at least 6 characters. Re-enter the password to ensure you did not mistype it the first time. Understand that your password is the key to securing your account. Do not share your account information with anyone! (Each parent/guardian may create his or her own account.) The stronger the password, the more secure it is. Using a combination of letters, numbers, punctuation and symbols will produce a stronger password. Note: Write down your new username and password that you created in a safe place, so that it is available when you want to log in to *PowerSchool* again.

6. The second section on this page requires you to enter the following information for at least one student: student's name, student's access ID, student's access password, and your relationship to the student. **The password is case-sensitive.** Be sure to enter the access ID and password exactly as provided to you or you will receive an invalid information error. Be sure to click on Enter to save your account information! Your next screen will be a confirmation that your *PowerSchool* account has been created or you will receive an error message if any piece of information is missing or incorrect. If you receive an error, be sure to correct or fill in missing information, retype your access ID and access passwords and press Enter once more. When you get a confirmation screen that your account is set up, **log back in using the User Name and Password that you created.** This is the area you will log into on all future visits to *PowerSchool*.

After this initial set up and the creation of your unique user name and password, use the following instructions to log in to *Powerschool* on all future visits:

- Step 1. Type the following address in your Web browser address bar:
<https://powerschool.rahway.net/public/> or bring it up as a favorite if you have it set.
- Step 2. Click on: "Parent/Student Login".
- Step 3. Enter the **user name that you created** in the field labeled User name.
- Step 4. Enter the **password that you created** in the field labeled Password.
- Step 5. Press the **Submit** button to login to *PowerSchool* and access your child's records.

***Adding Additional Students if you already have a log-in set up**

If you need to now add new students to your existing account, log in to your account and click on the *Account Preferences* icon in the upper right of your screen, then click on the *Students* tab, and then click on Add. You will be asked to enter the student's name, your access ID for that student, your access password, and your relationship to the student. **The password is case-sensitive.** Be sure to enter the access ID and password exactly as provided to you or you will receive an invalid information error. After the student is entered you will see that all of your students' names will show side by side on the navigation bar on the left below the icons, linking you to available functions in the *PowerSchool* parent portal for each student. Click the student's name in the navigation bar to view that student's information.

There is a tutorial on the Parent Portal posted on the PowerSchool log in screen. Please click on the link to view it.

If you have questions or a problem setting up your account please email us at: ps@rahway.net or call 732-396-1014.