



St. Bartholomew School
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Reverend Thomas J. Walsh, M.Div.
Pastor

Mrs. Ann Wierzbicki, R.N., M.A.E./Ed.S.
Principal

August 2019

Dear Parents/Guardians:

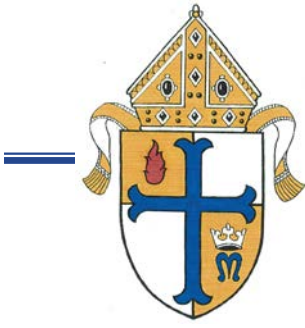
PowerSchool is a cloud-based student data information system designed to share information between parents/guardians, students, and teachers regarding student grades and attendance. Students and parents/guardians are able to view grades in order to work together for the students' academic success. The system is easy to use, however, you will need an access code. Prior to receiving the code, please review the information in the Diocese of Metuchen PowerSchool Parent Portal Guide which is available on the Diocesan website for your review at <https://diometuchen.org/offices-and-ministries/administration/information-systems/powerschool/powerschool-for-parents-and-guardians/>.

If you transferred from another Catholic school in the Diocese, you may continue to use the username and password that you had at the previous school.

Thank you.

God bless you,
Mrs. Ann Wierzbicki, R.N., M.A.E./Ed.S.
Principal

*The mission of St. Bartholomew School is to love, educate and inspire
our children to live the teachings of Jesus Christ.*



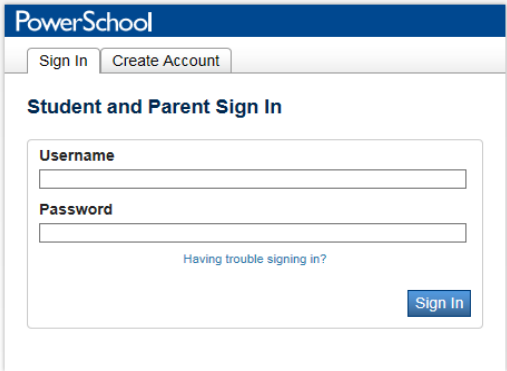
Diocese of Metuchen PowerSchool Parent Portal User Guide

Pearson introduced a new login system called **Single Sign on (SSO) for PowerSchool** several years ago for parents. Single Sign on gives parents more convenient access to PowerSchool data for their multiple children enrolled in Diocese of Metuchen schools. Single sign on feature allows parents and guardians to create their own individual login information and provides them ability to access all their students' information with a single login. In addition, Single Sign on allows users to retrieve forgotten login and password information themselves rather than requiring to contact children's school.

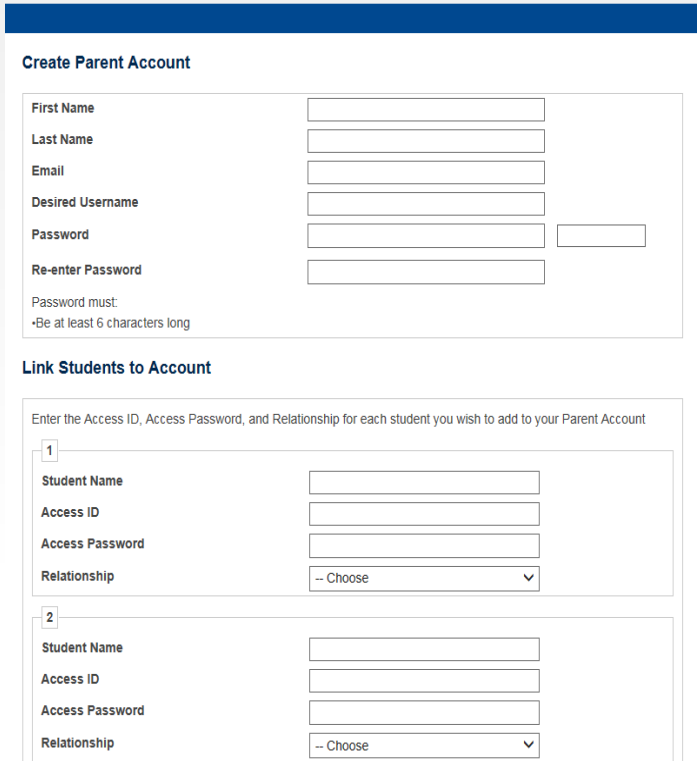
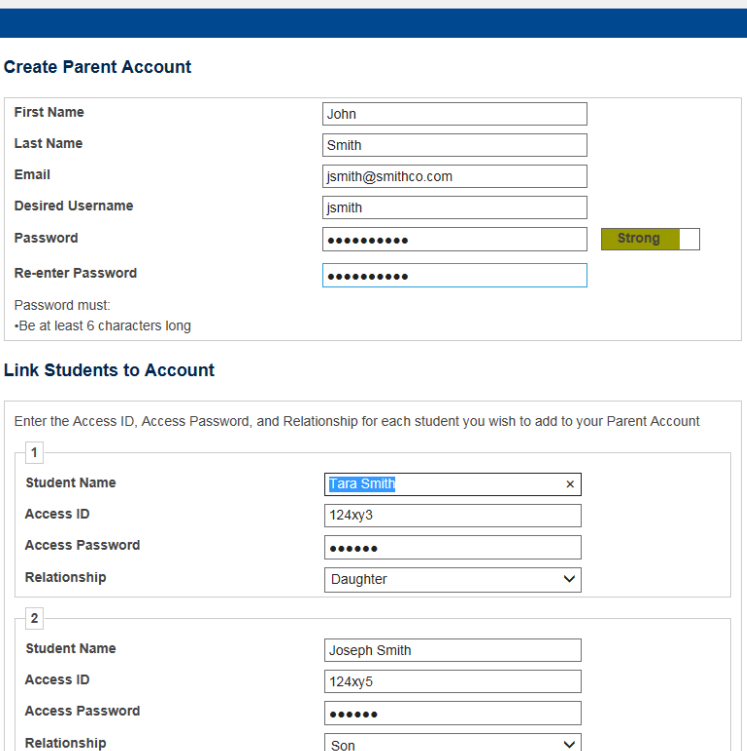
Each school will provide instructions and access codes you need to create PowerSchool account or if you have any questions please contact your School's PowerSchool Coordinator. Before you begin, make sure you have received your confidential parent/guardian access ID and password assigned to your each child from child's school.

The web address of Diocese of Metuchen School parents/guardians to login to PowerSchool is:
<https://diometuchen.powerschool.com>

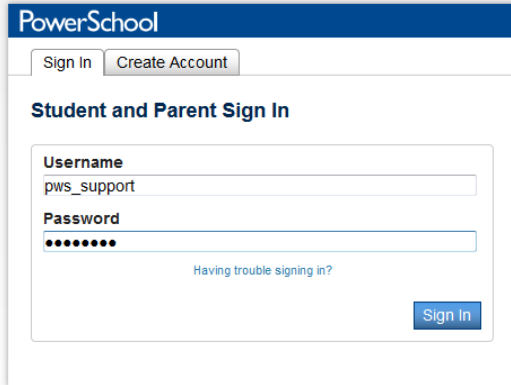
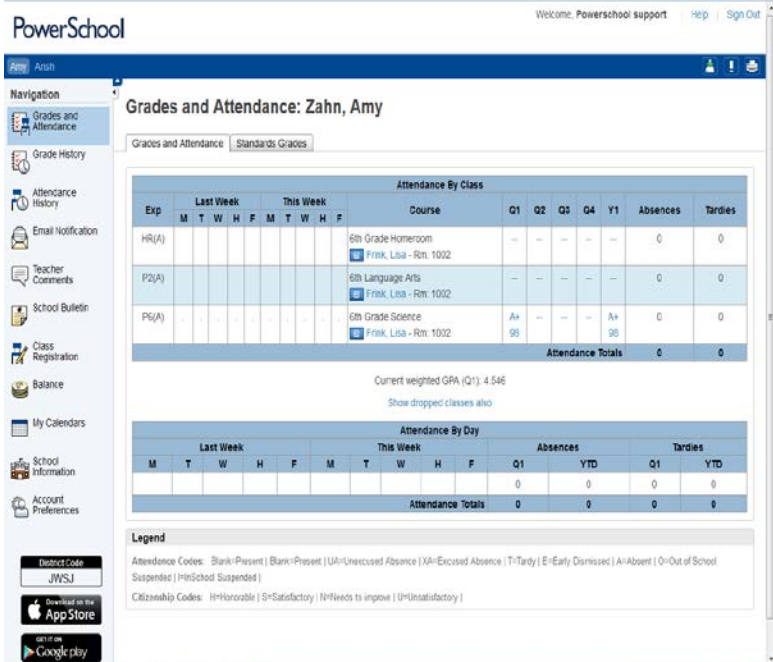


Instruction	Screen shots
To Create Single Sign on account 1. Go to Diocese of Metuchen PowerSchool Parent Portal Link: https://diometuchen.powerschool.com 2. This link will bring you to the Parent Portal Sign in screen.	
3. Click “Create Account Tab” and “Create Account Button” to create PowerSchool Parent Account.	Learn more.' A blue 'Create Account' button is at the bottom right of the form. At the very bottom of the page is the copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'" data-bbox="450 495 835 730"/>

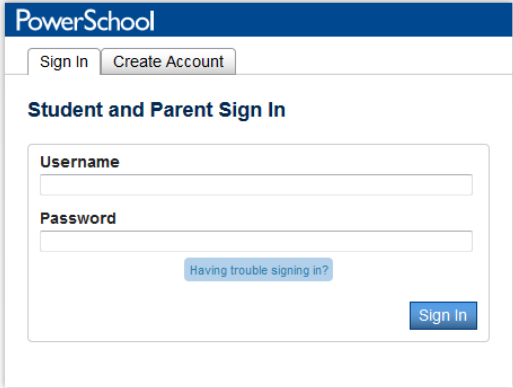
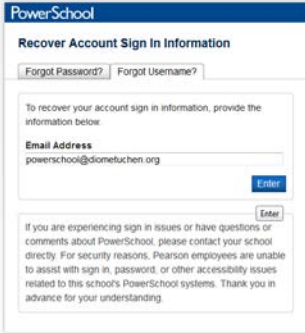


Instruction	Screen shots
4. Enter the following information under “Create Parent Account” fields. • First Name • Last Name • Your Email Address • Desired User Name • Password • Re-Enter Password	
5. Once you have entered your log in information, scroll to enter the information for your child/children. 6. <i>Each School provide parents the “Parent Access IDs and Password” letter for each student. Please contact your child’s school to obtain Access ID and Access password to create single sign on Account.</i> 7. Enter the following for each student. • Student Name • Access ID • Access Password • Relationship to student When finished, click Enter button.	



Instruction	Screen shots
7. Sign in to PowerSchool Parent Portal account after creating successful log in information.	 The screenshot shows the PowerSchool login page. At the top, there are buttons for 'Sign In' and 'Create Account'. Below this is the 'Student and Parent Sign In' section, which includes fields for 'Username' (containing 'pws_support') and 'Password' (masked with dots). A link for 'Having trouble signing in?' is located below the password field. A 'Sign In' button is at the bottom right of the form. The footer text reads: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'
9. Each student has their own tab under the PowerSchool Logo. Click on student's name to view information.	 The screenshot displays the 'Grades and Attendance: Zahn, Amy' page in the PowerSchool Parent Portal. The page features a navigation sidebar on the left with options like 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'School Bulletin', 'Class Registration', 'Balance', 'My Calendars', 'School Information', and 'Account Preferences'. The main content area shows a table for 'Attendance By Class' with columns for 'Exp', 'Last Week', 'This Week', 'Course', 'Q1', 'Q2', 'Q3', 'Q4', 'Y1', 'Absences', and 'Tardies'. Below this is a section for 'Current weighted GPA (Q1): 4.546' and a 'Show dropped classes also' link. Another table, 'Attendance By Day', shows daily attendance for 'Last Week' and 'This Week'. A 'Legend' section at the bottom explains attendance codes (Blank=Present, UA=Unexcused Absence, etc.) and citizenship codes (H=Honorable, S=Satisfactory, etc.).



Instruction	Screen shots
10. Are you having trouble signing in to PowerSchool after creating account? Click on “Having trouble signing in?” link under sign in tab	 The screenshot shows the PowerSchool login interface. At the top, there are tabs for 'Sign In' and 'Create Account'. Below these is the heading 'Student and Parent Sign In'. There are two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Having trouble signing in?'. At the bottom right is a 'Sign In' button. Below the form, there is a copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'
11. Click “forgot password tab” to retrieve the password information. You will need to enter your user name and email address used to create the account. 12. If you are having difficulty with user name and password, click on “forgot username? Tab” and enter email address used for PowerSchool Account and click enter. 13. You will receive an email with link to reset the password. If you’ve difficulty signing in, please contact your child’s school.	 The screenshot shows the 'Recover Account Sign In Information' screen. It has two tabs: 'Forgot Password?' and 'Forgot Username?'. Below the tabs, it says 'To recover your account sign in information, provide the information below:'. There is an 'Email Address' field with the text 'powerschool@diometuchen.org' and an 'Enter' button. Below this is another 'Enter' button. A paragraph of text follows: 'If you are experiencing sign in issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with sign in, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.' Below this is a copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'  The screenshot shows the 'Forgot Password Email Sent' screen. It contains a message: 'If the email address you provide is associated with an account in our records, you will receive an email with instructions for resetting your password. If you don't receive this email, please check your junk mail folder or contact the school.' At the bottom, there is a link that says 'Return to Sign in.' Below the message box is a copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'