KINGSWAY REGIONAL & SOUTH HARRISON TOWNSHIP
Public School Districts

Parent Portal Account Setup Guide

Kingsway Regional and South Harrison Twp. Schools utilize the PowerSchool student information system. PowerSchool's Parent Portal serves as the central hub Parents and Guardians use to monitor student progress, select their school communication preferences, and complete student re-enrollment online each summer. This guide will walk you through creating and configuring your account so that you stay up to date and in the loop all school year.

Setting up your Parent Portal account is a three step process:

1.) **Create your personal account.**
2.) **Link your student(s) to your new account.**
3.) **Choose your communication devices and preferences.**

All together this process takes about 10 to 15 minutes. You will need an email address and the **Access ID** and **Access Password** for each student you wish to link to your account (These are provided to you either physically or electronically when your student is registered with the district).

Creating Your PowerSchool Account:

Open a web browser and navigate to: https://kwportal.kingsway.k12.nj.us. You should find yourself on a page like the one shown on the right.

Locate and Click on the "**Create Account**" tab to begin the process.

(*If you have an older student who is already enrolled, you may already have setup an account. If this is the case you can simply sign-in with your current credentials*.)

KINGSWAY REGIONAL & SOUTH HARRISON TOWNSHIP
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PowerSchool

Student and Parent Sign In

Sign In | Create Account

Username

Password

Forgot Username or Password?

Sign In

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On the top half of the screen, you will be asked to enter the following details:

- *First Name*
- *Last Name*
- *Email Address*
- *Username* (you may pick whatever you like, so long as it is unique. We recommend using your email address.)
- *Password* (this must be at least 6 characters in length)

PowerSchool

Create Parent Account

First Name	Your First Name
Last Name	Your Last Name
Email	Your Email Address
Desired Username	Make Up Your Own Username
Password	•••••••• Better
Re-enter Password	••••••••
Password must:	•Be at least 6 characters long

Linking Students to Your Account:

Once you've entered your account details you will be able to enter the information used to link students to your new account. *(Note: you must add at least one child to create your account)*

If you have multiple students, you can enter their information on this screen as well or you can enter it later. For each student you wish to link, provide the following details:

- **Student's Name**
  (This can be just the first name or nickname)

- Parent use **Access ID** and **Access Password** you received from the school for the student/s.

- Your **relationship to the Student**
 *(Mother, Father, Relative, etc…)*

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

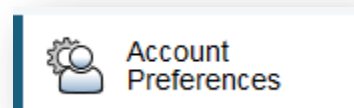| 1	
Student Name	Billy
Access ID	12345678 ← **Provided by the School**
Access Password	•••••
Relationship	Mother

When you have finished adding students, click the [Enter] button at the bottom of the screen to complete the process and create the account. At this point, you can use the Username and Password you just created to access your student's information via the log in screen from the initial step.
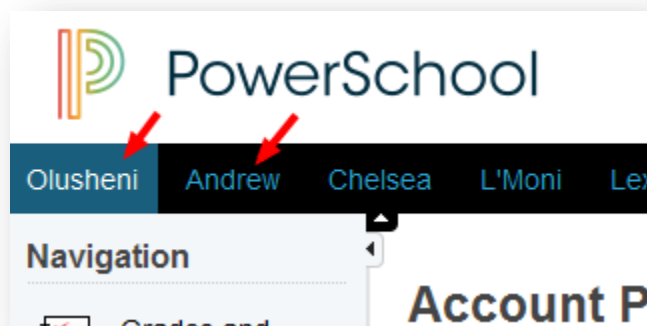
If you have multiple students linked to your account, you can switch between them by clicking their names in the navigation bar underneath the PowerSchool logo at the top of the page.

If you need to add additional students at a later time, each student has a unique Access ID and Access Password. *You can get these additional codes from the Guidance department at your student's school.*

Click the "Account Preferences" link on the left side menu of the screen, and then click the Students tab. Your currently linked students will be listed under "My Students". Click the "Add" button to the right of the "My Students" heading to add an additional student record. You will be prompted to enter the student's information just as you did before.

Parent Portal Account Setup Guide

Within the Parent Portal you have access to several information sections. The following is a quick summary of what each section contains:

Grades and Attendance

The grades and individual assignment scores for each class your student is currently in. Attendance is also broken down by each class.

Grade History

A grid view of final course grades for each year a student has attended this district.

Report Card

A traditional report card view of student's grades for each academic year the student has attended this district.

Attendance History

Attendance marks are shown on this page for each class for each day of the school year.

Email Notification

Schedule grade, assignment, and attendance reports that are sent to your email address.

Teacher Comments

A summary of teacher's comments for each class your student is enrolled in.

School Bulletin

The daily school bulletin listing announcements for each school.

Class Registration

For schools that allow course requests, this page allows students to enter requests for preferred courses prior to scheduling for the school year.

Balance

The current account balance of your students lunch/meal account.

My Schedule

A weekly bell schedule showing each period of the school day (includes time, room, and teacher).

Testing Information

A listing of standardized testing sessions that your student is assigned to during testing windows.

School Information

Basic information about the school your student attends.

Account Preferences

Your email and password management, as well as the students linked to your account.

Returning Student Registration

Link to the returning student registration portal. Used to re-enroll and update student data for the new school year.

SchoolMessenger

Link to the SchoolMessenger app, where you configure preferences for which district broadcasts you receive (closings, emergencies, events).

Setting Up Communication Preferences with SchoolMessenger:

Kingsway Regional and South Harrison Twp. utilize the SchoolMessenger application in order to communicate with our student's families. Unlike other communication platforms you may be familiar with from previous school districts, SchoolMessenger puts the configuration into your hands.

As the Parent/Guardian of a student in our district, you setup which phone numbers and emails you wish to be contacted at, as well as which types of communications are approved for each contact number. For example, you may wish to receive school hour emergency broadcasts on your cellphone, and have non-emergency and event announcements sent to your email or home phone. You are not limited and may add multiple phone numbers and emails (older siblings, relatives, etc...) to match your particular communications needs. Additionally please note, in situations with split custody, each parent can have their own Parent Portal account (from step one) and, therefore, their own SchoolMessenger settings. School Messenger also provides a mobile app to manage your preferences from your mobile device.

Launching the SchoolMessenger app:

You can launch the SchoolMessenger app from within the Parent Portal in two ways. The first way to access SchoolMessenger is to open the applications menu. The applications menu is accessed by clicking on the launch icon in the upper right corner of the page, in the black bar beneath the sign out link. Clicking the launch icon will open a list of applications you can pick from.
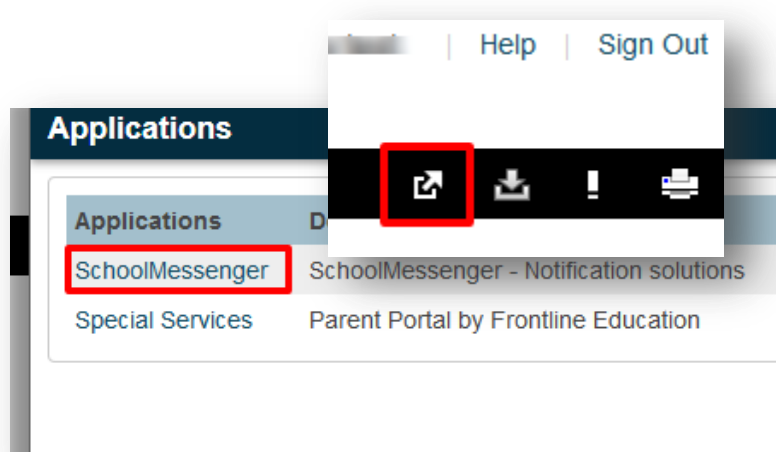
The second way to launch SchoolMessenger is to use its icon on the left hand menu; however, this menu icon is only visible from the "Home" page of the Parent Portal (the "Grades and Attendance" page) and does not appear on other pages.

The homepage of the SchoolMessenger app acts as a dashboard where you can review any broadcasts that have been sent out to you. Selecting one of the messages will allow you re-read or replay the contents.
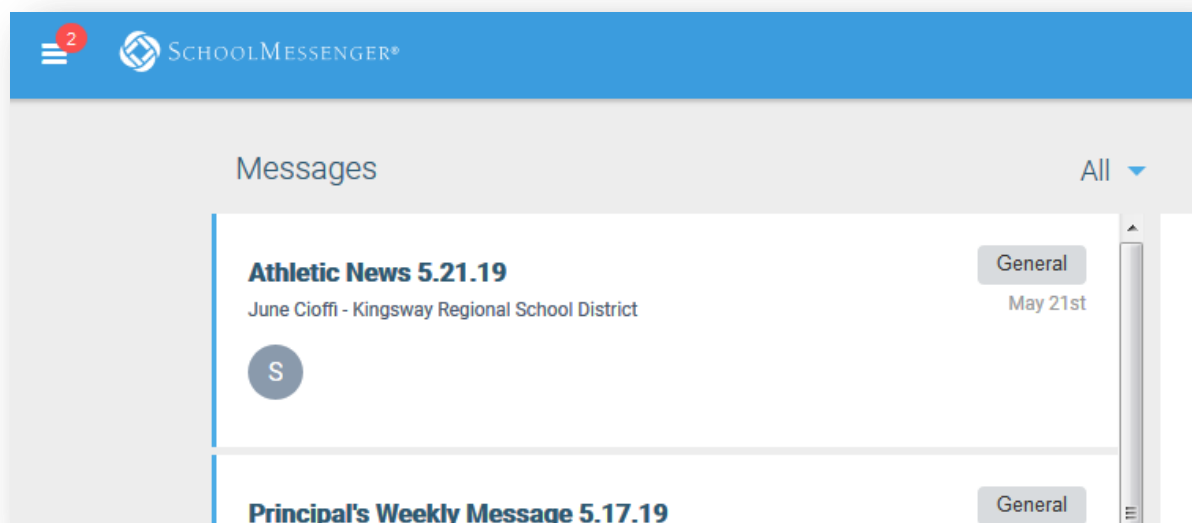
In the upper left hand corner of the page are three bars that act as the menu icon. The red numerical alert shown in the pictures lets you know that you have new broadcast messages to review.
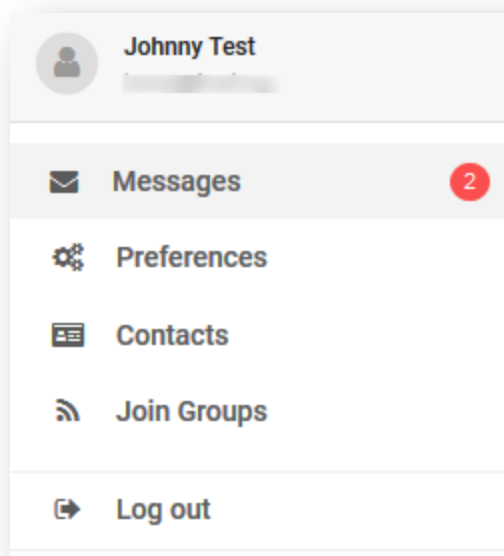
Within the menu of SchoolMessenger there are three important areas:

- **Messages**: This is the home page that lets you see and review any broadcasts that were sent to you via SchoolMessenger.

- **Preferences**: You can add contact numbers and emails on this page as well as define which types of broadcasts you want to receive for each.

- **Contacts:** The list of students for whom you receive broadcasts.

The Preferences page displays the contact numbers and emails that are associated with your students. You may add new or delete incorrect contact information to accurately represent your communication choices.

Clicking on any of these white tiles will display the five different categories of district broadcasts and let you define which of the five types you wish to receive at this phone number or email address.

Further down the page are your Message Preferences, essentially another view of your contact information, this time grouped by the five broadcast types, giving you an overview all contacts for that type.

There are a few important points to highlight regarding your SchoolMessenger setup:

- You are required to have at least one phone number enabled for the emergency categories. This is a fixed rule in the system to ensure we can contact everyone in an emergency event.

- Upon your first launch of the SchoolMessenger application, you will be prompted to approve the pre-loaded phone numbers to receive calls. This step grants permssion to use the phone number as a contact. Any phone numbers that do not receive your consent can not be broadcast to.

- If your contact information changes, you will need to update it yourself in the SchoolMessenger application to ensure you continue to receive communications. School staff are not able to access the parent side of the SchoolMessenger dashboard to change the numbers and grant consent to call.

Accessing the online Registration and Re-enrollment Portal:

A new feature of the Parent Portal is our online registration portal. In addition to allowing parents to complete registration forms for new students online, it also serves as the summer re-enrollment portal for our current students.

The summer re-enrollment process presents parents and guardians with an online review of their student's information as it appears in our district records.   In the past, the district would send out summer mailings that contained consent forms, notices, demographic and emergency contact verification forms, and medical questionnaires that had to be filled out and returned your student's school. This process is now completed online via the registration portal.

Once the summer re-enrollment portal is opened, you will receive an email broadcast (at the contacts you have setup in SchoolMessenger) letting you know your student's forms are ready. To access the forms, simply login to the Parent Portal and select the "Returning Student Registration" menu option.
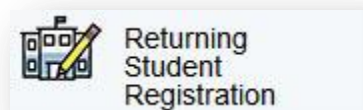
Following the prompts will lead you to the family registration dashboard where you will find the waiting forms for your students.

Thank You!