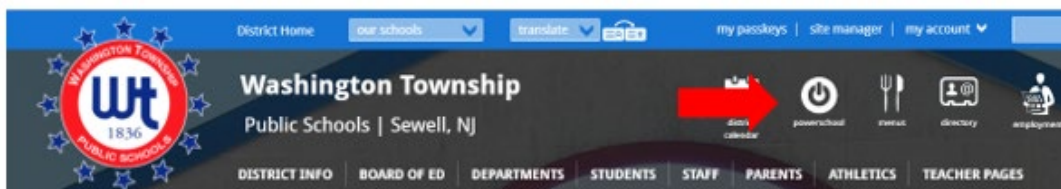
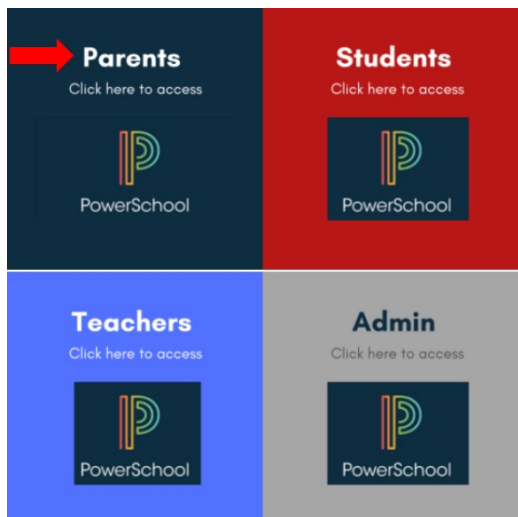


## Directions for Accessing Your PowerSchool Parent Account

1. Visit our website [www.wtps.org](http://www.wtps.org) and click on the **PowerSchool icon** at the top of the page.



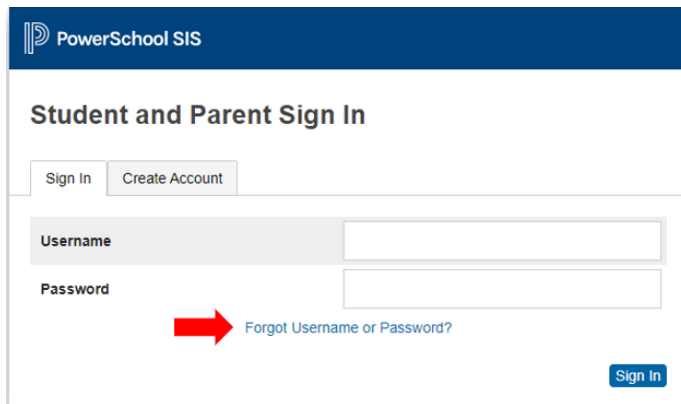
2. Click on the **PARENTS** box.



3. On the sign-on page, use the same Username and Password you previously used to log into Unified Classroom and click the Sign In button.

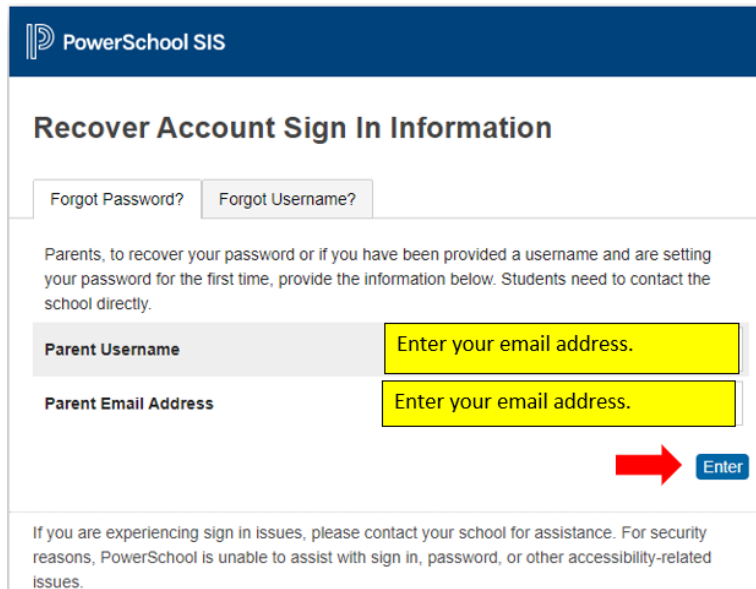
The image shows the 'Student and Parent Sign In' page on the PowerSchool SIS website. At the top, there is a blue header with the PowerSchool logo and the text 'PowerSchool SIS'. Below the header, the title 'Student and Parent Sign In' is displayed. Underneath the title, there are two buttons: 'Sign In' and 'Create Account'. Below these buttons, there are two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a link that says 'Forgot Username or Password?'. At the bottom right of the form, there is a blue 'Sign In' button. A red arrow points to this button.

4. If those credentials do not work, click on “**Forgot Username or Password**”.



The screenshot shows the 'Student and Parent Sign In' page of the PowerSchool SIS. At the top is a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Sign In' (selected) and 'Create Account'. Under the 'Sign In' tab, there are two input fields: 'Username' and 'Password'. A red arrow points from the 'Forgot Username or Password?' link, which is located below the password field, to the right. At the bottom right of the sign-in section is a blue 'Sign In' button.

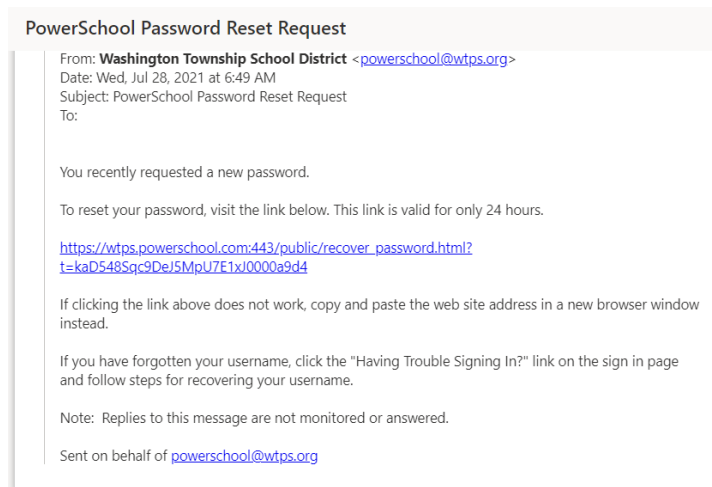
5. Enter your email address in BOTH the Parent Username AND the Parent Email Address and click on the blue **ENTER** button. **\*\*NOTE:** if you do not know the email address you used to log in to your account, follow the steps outlined below under “Forgot Username”.



The screenshot shows the 'Recover Account Sign In Information' page of the PowerSchool SIS. At the top is a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Forgot Password?' and 'Forgot Username?' (selected). Under the 'Forgot Username?' tab, there is a paragraph of text: 'Parents, to recover your password or if you have been provided a username and are setting your password for the first time, provide the information below. Students need to contact the school directly.' Below this text are two input fields: 'Parent Username' and 'Parent Email Address'. Both input fields have a yellow background and the text 'Enter your email address.' inside them. A red arrow points from the 'Enter' button, which is located at the bottom right of the input fields, to the left. At the bottom of the page, there is a small disclaimer: 'If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.'

6. PowerSchool will email you the information you need to reset your password.

7. Check your email for an email from Washington Township School District on behalf of PowerSchool. The subject of the email should be “PowerSchool Password Reset Request”. Be sure to check your Spam, Clutter, and Junk folders if you do not see it in your inbox. It will look similar to the email shown below.

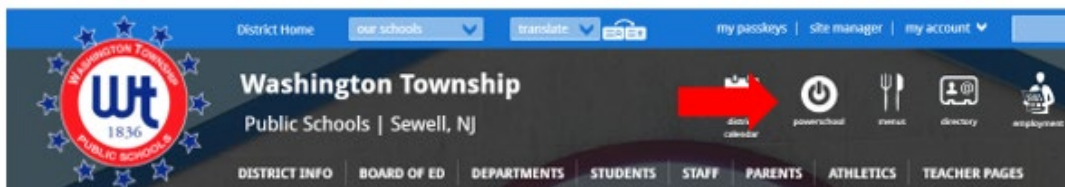


8. Click the link in the email and follow the instructions to reset your password. Once you complete this step, your password is reset, and no further action is required.
9. To verify that your new password is working, visit our website, [www.wtps.org](http://www.wtps.org), click on the PowerSchool Icon and then the **Parents** box to log in. (Outlined in steps 1 and 2 above.).

### Forgot Username

If the “Forgot Password” process doesn’t work or if you do not remember which email address you used for your username when you set up your account, please follow the steps below:

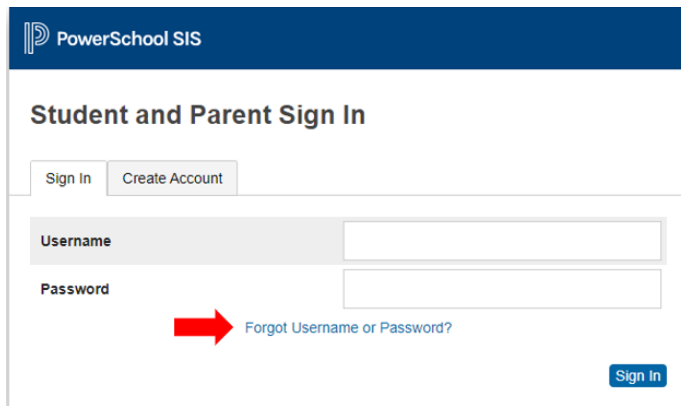
1. Visit our website [www.wtps.org](http://www.wtps.org) and click on the **PowerSchool icon** at the top of the page.



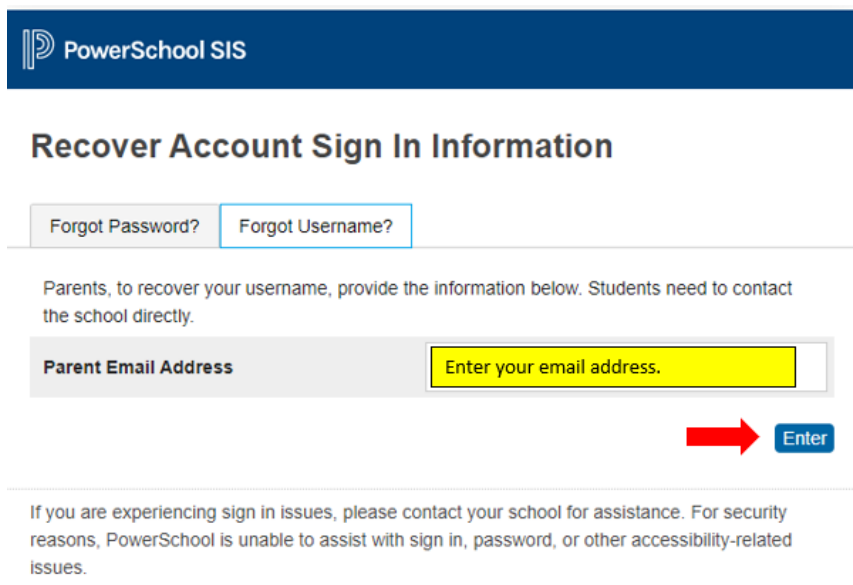
2. Click on the **PARENTS** box.



3. Click on **“Forgot Username or Password”**.



4. Click on **“Forgot Username.”** Enter your email address and click on the blue **“ENTER”** button.



5. PowerSchool will email you the information you need to retrieve your username.
6. Check your inbox for an email from Washington Township School District on behalf of PowerSchool. Be sure to check your Spam, Clutter, and Junk folders if you do not see it in your inbox.
7. Follow the instructions provided in the email you received from PowerSchool.

If you need further assistance, please submit a Help Desk ticket by emailing the following information to [powerschoolhelp@wtps.org](mailto:powerschoolhelp@wtps.org):

- Your first and last name
- Your child(ren)’s first and last name
- Your phone number
- Email address that you would like to use for your account