

Washington Township Public School District

NEW!! Parent Single Sign-On

Dear Parents/Guardians,

Next **Tuesday, April 12th, 2016**, the Washington Township School District will be enabling single sign-on access to the PowerSchool Parent Portal. This access will allow you to view each of your students' information through the use of one unique login. **Whether you have one or more students, you must create a new login account to access the Parent Portal.**

To create the account, you will need your PowerSchool Access ID and password for each student you want to associate to your new parent account. Please note, these access IDs can no longer be used for logging in, they can only be used to associate students to the newly created single sign-on accounts.

Before creating your account, make sure you have all of your child(ren)'s access IDs.

Go to the Wash Twp PowerSchool Login page:

<https://powerschool.wtps.org/public>

(you can also always find the link on the school website – www.wtps.org).

1. Select Create Account

PowerSchool

Parent Sign In

Select Language
English

Username

Password

Having trouble signing in?

Sign In

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:
• Be at least 6 characters long

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.				- Choose
2.				- Choose
3.				- Choose
4.				- Choose
5.				- Choose
6.				- Choose
7.				- Choose

2. You will get the screen to set up access to ALL of your students

- Enter your First Name and Last Name
- Enter an email address. *Please note* – The email address must be unique. If individual parents/guardians share the same email address, only set up one parent access account.
- Create a user name (do not use your email address).
- Create a password (must be six characters)
- Enter the name of each student, your access IDs for each student, and your passwords for each student (note – these are case sensitive). Then, select the relationship you are to the student.

- Click Enter
3. When your account is successfully created, you will see this screen:

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?](#)

Some notes on Single Sign On accounts...

Parents can set up separate accounts if the parents have unique email addresses. Each parent/guardian can have his or her own account that includes his or her student(s).

If Parents/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

Do not set your browser to save passwords to this site! It may cause your password to appear not to work when logging in the next time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your students. Select the appropriate name to view that student's information.

PowerSchool

Avery | Emily | **Leah** | Vickie

What if you forget your login information?

PowerSchool

On the login page, click "Having Trouble Logging In?"

If you forgot your password:

- Fill in your User Name
- Fill in your email Address
- Click "Enter"

The system will authenticate your information and send you a security token with instructions on how to reset your password to the email address listed. The security token is only valid for 30 minutes. You will need to repeat the process if you do not reset the password within 30 minutes.

If you forgot your user name:

- Click on the Forgot User Name tab
- Enter your email address
- Hit Enter

The system will authenticate your information and send you an Email containing your user name.

Parent Sign In

Select Language

Username

Password

[Having trouble signing in?](#)

Recover Account Sign In Information

To recover your account sign in information, provide the information below.

Forgot Password? Forgot Username?

Username

Email Address





PowerSchool

How-To Guide for PowerSchool Single Sign-On (SSO) Parent Portal Logins

For New Power School Users

- 1) Please log into www.wtps.org and click PowerSchool icon in right corner.
- 2) Click "PowerSchool for Parents" from ensuing screen.
- 3) Click "Create Account" and follow process.
- 4) Here is where you will need the unique (numeric) username and password for your student(s), in the "LINK STUDENTS TO ACCOUNT" section.
- 5) Once you create your SSO with your own Username and Password, and have attached your children to that SSO account, the numeric usernames and passwords are no longer needed.
- 6) Please note that even if you have just one child, you ***MUST*** create a SSO account.
- 7) The ***numeric*** usernames and passwords are provided at registration.

For Returning PowerSchool Users with SSO Parent Portal Logins

- 1) Your old usernames and passwords still will work.
- 2) Should you forget or misplace either your username or password, please click "Forgot Username or Password" and follow instructions.

If questions still remain after following these instructions, ***please contact your child's school***

