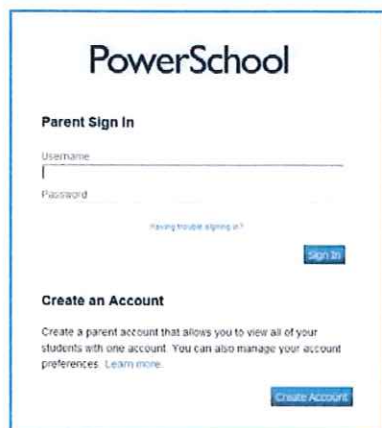


# HOPATCONG BOROUGH SCHOOLS

## PowerSchool Parent Access



**If you have previously created a PowerSchool account, you can continue to use that same account! Do not try to create a new account!**

To access PowerSchool, go to <http://powerschool.hopatcongschools.org/>

PowerSchool's Parent Portal allows parents and guardians to view their child's daily attendance, lunch balance and lunch transactions for the entire school year. In addition, Middle School and High School parents will also see grades, assignments and attendance for every class.

### Create an Account

1. On the login page, click the Create Account button at the bottom.
2. Enter your Name, Email, a User Name and a Password.
3. On the lower portion of the screen where it says *Link Students to Account*, enter the Name, Access ID and Access Password for your child. If you need this information, contact your child's school. If you have multiple children, enter them all on this screen.
4. Click the *Enter* button at the bottom to create your account.

### Login to PowerSchool

- Once you have created your account, you can use your new User Name and Password to log in to your account. Simply visit <http://powerschool.hopatcongschools.org/>

### Using PowerSchool's Parent Portal

Once logged in, you will see the Grades and Attendance screen and a series of icons are listed on the left:

- **Grades and Attendance** – Shows current classes with their grades and attendance, as well as the school's daily attendance at the bottom.
- **Grade History** – Shows official grades when a Marking Period has ended.
- **Attendance History** – Shows all attendance records for each class.
- **Email Notification** – Allows you to request an Email message with your child's information.
- **Teacher Comments** – View all comments left by your child's teacher for each term.
- **Balance** – View your child's current lunch balance and all meal transactions.
- **Account Preferences** – Modify your PowerSchool account preferences including changing your email address and password. If you wish to add or remove students to your account, select the *Students* tab at the top. You will be able to add additional students by simply clicking the *Add* button.

If you have more than one child linked to your account, you will see a series of names at the top. The current child you are viewing is in a light blue. Click on any of the other names to jump to that child's information.

### If you need any assistance...

Please contact your building's main office. They have information relating to your account and can reset passwords and user names. If you are having a problem beyond that, they will be able to connect you to the Technology Office.