



## LAKESIDE MIDDLE SCHOOL

### POWER SCHOOL PARENT PORTAL INFORMATION

Keeping an open line of communication with parents is an essential component in ensuring that students achieve success. At Lakeside School, we strive to regularly engage our parents in the educational process and hope that frequent communication will result in an improved learning environment. The Parent Portal feature of Power School allows parents instant access to student grades and attendance. By using this feature, we can successfully monitor and support our students. Please use the directions below to establish your Parent Portal account. If you have any problems establishing an account, please call the main office at 973-835-2221.

#### I. To access Parent Portal:

- 1) Log onto the school website - <http://www.plps-k12.org/Domain/9>
- 2) Click on the Parent Portal Icon in the top right corner
- 3) Click 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

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#### II. To create a Parent Account:

- 1) Complete the section that asks your First Name, Last Name, Email, Desired Username, and Password.

PowerSchool

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

Create

- a. In this section, you should fill in your own (not your child's) information and create your own username and password. Please make sure that you write down the user name and password that you have chosen.

2) Complete “Link Students to Account Section”

- a. Enter your child’s name where it states “student name”. List their first and last name.

The screenshot shows the 'Create Parent Account' form with the following fields: First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. Below these is the 'Link Students to Account' section with a table:

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

- b. Enter their last name and first name under “Access ID” - **\*\*This must include a comma.** In most cases there should be no space between the comma and the last name. **(Example – Herninko,Jacob)**

The screenshot shows the 'Create Parent Account' form with the 'Link Students to Account' section table:

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

- c. Enter the Access Password (this is your child’s student ID number) under “Access Password”.
- i. *THE ACCESS ID AND ACCESS PASSWORD WILL BE MAILED TO YOU IN SEPTEMBER.*

The screenshot shows the 'Create Parent Account' form with the 'Link Students to Account' section table:

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

- d. Enter your relationship to the child (Example – son, daughter).

The screenshot shows the 'Create Parent Account' form with the 'Link Students to Account' section table:

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

- e. Select Enter

