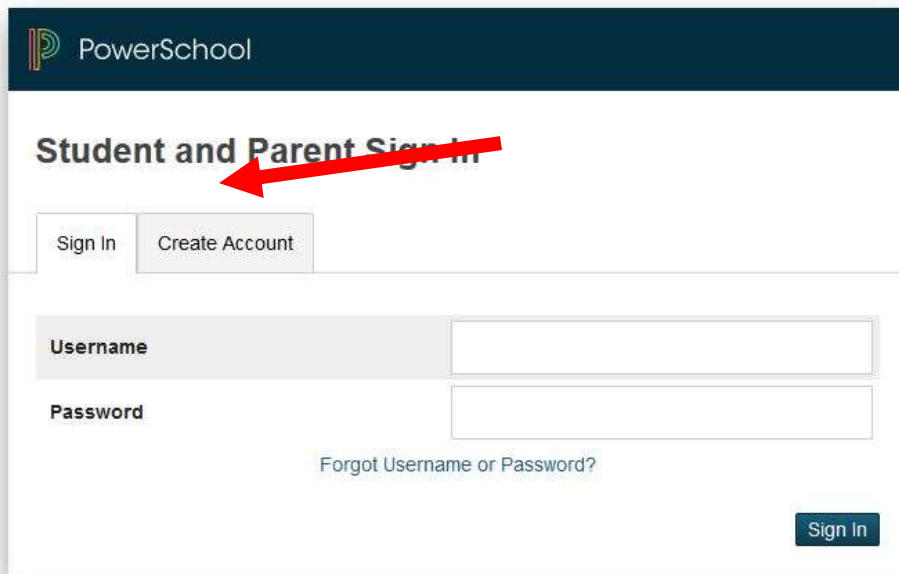


How to Use Mountainside PowerSchool Single Sign On (SSO) Feature to Manage All of Your Students

Single Sign On (SSO) is a system that allows parents/guardians to use one username and password to access all of their students' information, grades, and attendance. It replaces the previously-used individual parent IDs and parent passwords. This process must be completed, regardless of the number of students in your family. For instructions on how to create an account, click here. *Note: This does not link to any students at Governor Livingston High School. Berkley Heights has a separate PowerSchool system from Mountainside.*

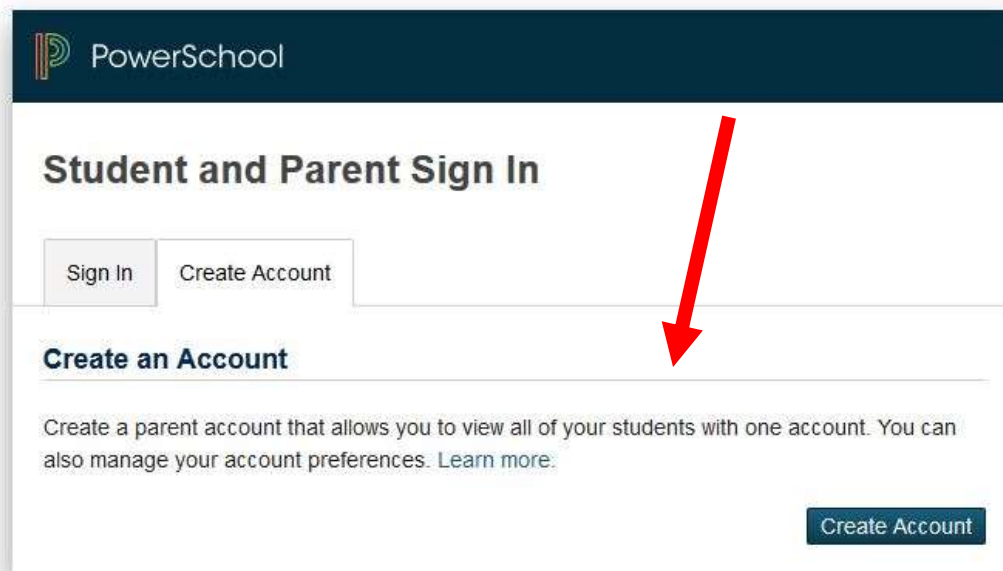
1) In your web browser go to: <https://ms.powerschool.com> and click the "Create Account" tab.



The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". A red arrow points to the "Create Account" tab. Below the tabs are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right is a "Sign In" button.

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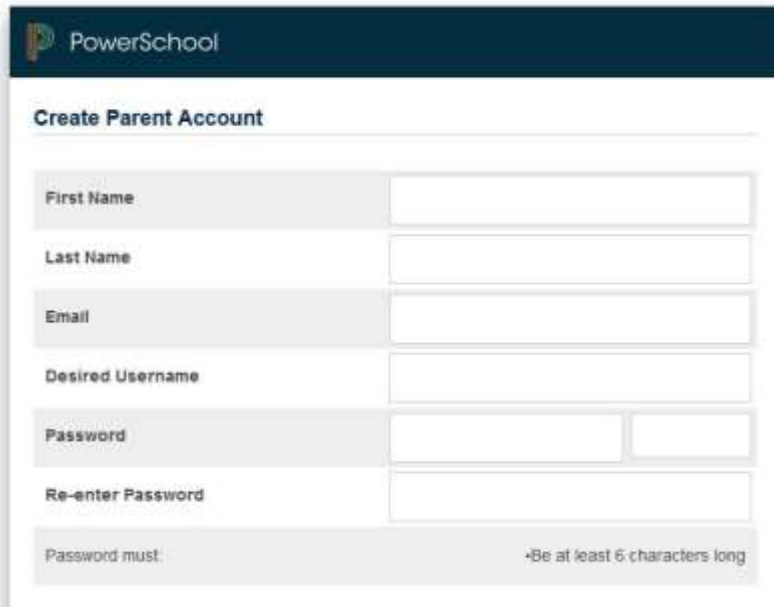
2) Click on Create an account



The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". A red arrow points to the "Create Account" tab. Below the tabs is the heading "Create an Account". Below this heading is a paragraph of text: "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.](#)" At the bottom right is a "Create Account" button.

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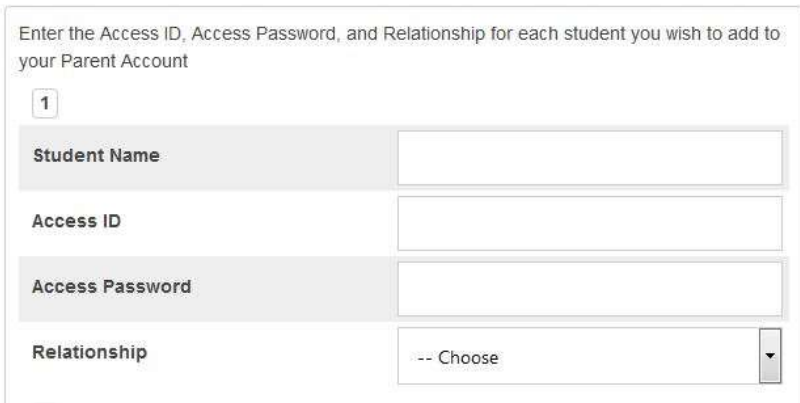
3) Enter the requested information



The image shows the 'Create Parent Account' form in the PowerSchool system. The form is titled 'Create Parent Account' and includes the following fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field is split into two input boxes. At the bottom, there is a note: 'Password must: -Be at least 6 characters long'.


4) Scroll down the page and populate the "Link to Students Accounts" portion. Enter the access ID's and Passwords provided for each of your children.

Link Students to Account



The image shows the 'Link Students to Account' form. It starts with the instruction: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below this is a numbered list starting with '1'. The form includes the following fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '-- Choose' selected).

5) Once all Access ID's and Passwords have been entered have the user then hit enter at the bottom of the page.



The image shows the 'Link Students to Account' form, similar to the previous one, but with an 'Enter' button at the bottom right. The form includes the following fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '-- Choose' selected).