

# ST. ALOYSIUS ELEMENTARY ACADEMY

721 Westside Avenue  
Jersey City, New Jersey 07306

October, 2020

Dear Parents/Guardians:

This year we will provide access to your child's grades and attendance through our parent portal. This will only be for grades 1-8. If you are a first-time parent on **Parent Portal** attached to this email is your child's **Access codes** and **Access Ids**. If you have already signed on the previous email, you may use the same log in information. Through the portal, you will be able to keep track of your child's progress throughout the school year in real time. However, we ask that you please give teachers at least 36 hours to post the grades from assignments or tests.

Here are the instructions on how to log on.

**Step 1.** Go to  
<https://psrcan.psisjs.com/public/home.html>.  
Then choose  
[Create Account].

PowerSchool  
Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

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**Step 2.** You will be asked  
to create an account with  
a username and  
password.

PowerSchool  
Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: -Be at least 5 characters long

**Step 3:** Underneath setting up your account, you must give your child's information with their names, access ID and the access passwords that we provided, and relationship to the student. If you have more than one child and you were provided the access ID and the Access password, you may enter those as well.

#### Link Students to Account

Enter the Access ID, Access Password, and Relationship to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

When complete you should get the **Congratulation! Your new Parent/Guardian Account has been created** screen (see below).

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

**Login**

User Name

Password

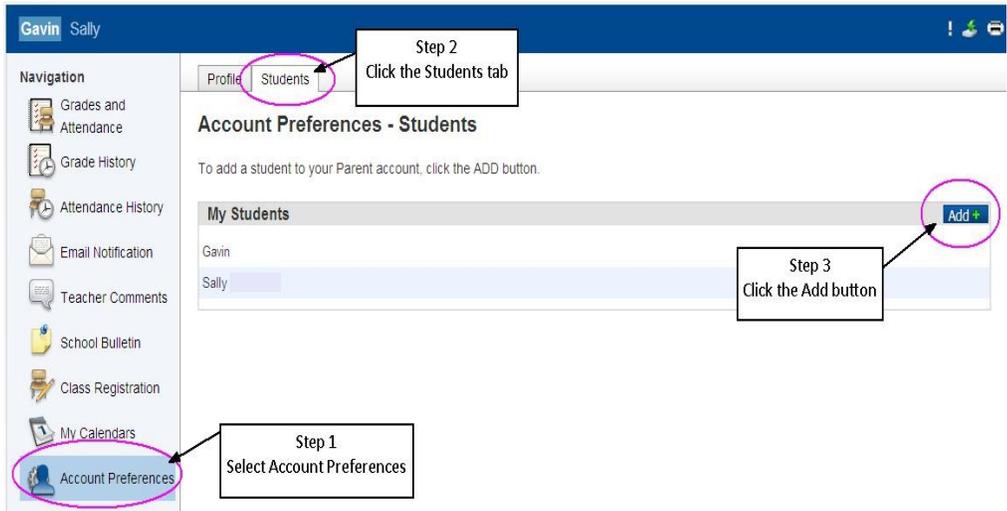
[Having trouble logging in?](#)

You can now access your Parent Access account information. Enter the Username and Password you created above and click the Submit button.

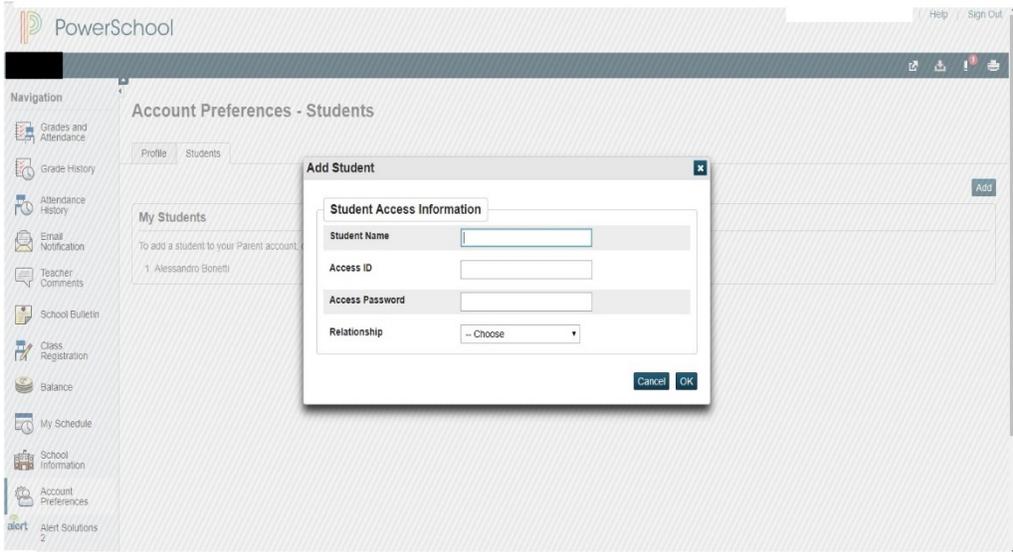
Please remember to keep this information safe.

If you have more than one child in grades 4-8 and wish to link them to that same account (although remember that you must have the access ID and Access password ant we provide)

- Step 1:** Log into Parent Access.
- Step 2:** Click the Students tab
- Step 3:** Click the Add button



- Step 4:** Enter your student's name and the Access ID and Access password provided to you by the school.
- Step 5:** Choose your relationship to the student



The student will be added to your account. If you have any questions or difficulties, please do not hesitate to email Ms. Salazar at [technology@stalselem.org](mailto:technology@stalselem.org).

Thank you,  
Mr. Rivera

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