

Important Information for Parents and Students Regarding Logging into New Horizons Accounts

Information for Parents:

New Horizons will be using our PowerSchool Parent Portal to electronically collect important information and fees. Parents can also use our Parent Portal to track student grades/progress/attendance. Our online Bio Update form will take the place of sending home paper 'Back to School' packets. The Bio Update is how parents will verify and update important Emergency Contact and Parental Consent information. Each parent will be assigned an individual access ID and password that they will use to create an account associated with their student(s). The packets will be available during the first week of school via the PowerSchool Parent Portal. Please create an account as soon as possible, fill out the Bio Update Form and check back once school has begun to make payment arrangements for any applicable student fees.

PowerSchool Parent Portal Access Codes (Parents Only):

Please note: Steps 1-4 are only applicable if you have not already created a New Horizons GSST PowerSchool account. If you already have a New Horizons GSST PowerSchool account please login to the Parent Portal and skip to step 5.

Parents will need their Access ID and Access Password in order to create an account.

Access ID: (all lowercase, no spaces): First four letters of the student's first name + "." + First four letters of the student's last name + Student's Birthday MMDDYY

Access Password: (all lowercase, no spaces): First four letters of the student's first name + "." + First four letters of the student's last name + Student's Birthday MMDDYY

For example – The parent of **Janette Johnson** with a birthday of **May 9th 2004** would use the following access codes.

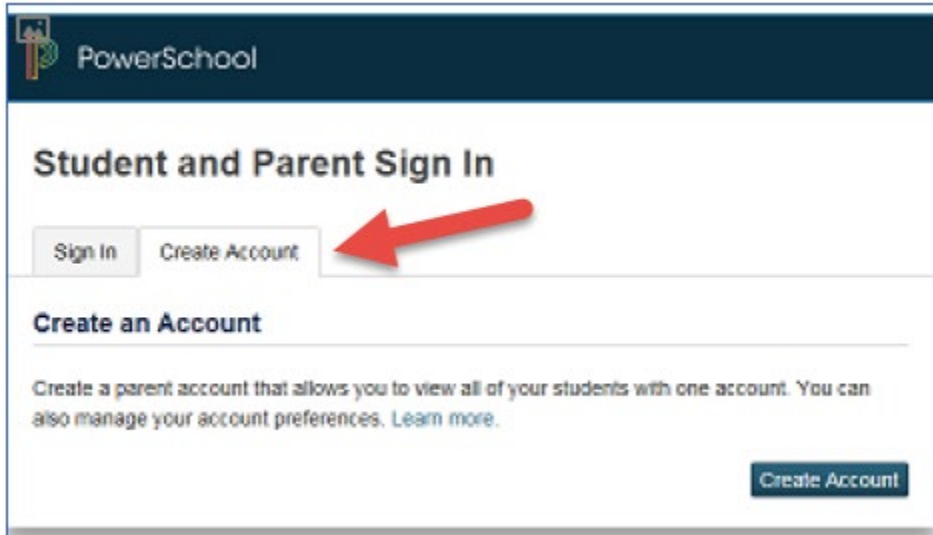
Example Access ID: jane.john050904

Example Access Password: jane.john050904

**Special Note if you are a parent of twins, triplets, etc please contact the Registrar for assistance at 757-766-1100 x3307 or virginia.price@nhrec.org.

Creating an account for PowerSchool Parent Portal:

1. Begin by visiting <https://powerschool.nhrec.us/public/>
2. Click the Create Account Tab.



3. Enter your first name, last name, email, desired username and password. The desired username and password are the username and password that you will use to login to the Parent Portal after the initial setup. Please choose a username and password that you will remember.

A screenshot of the PowerSchool 'Create Parent Account' form. The form is titled 'Create Parent Account' and contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. Each field is highlighted with a yellow background. At the bottom of the form, there is a note: 'Password must: •Be at least 6 characters long'.

4. Enter your student’s name and the access ID discussed at the beginning of this section.

Link Students to Account

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

1

| | |
|-----------------|--|
| Student Name | <input style="width: 90%;" type="text"/> |
| Access ID | <input style="width: 90%;" type="text"/> |
| Access Password | <input style="width: 90%;" type="password"/> |
| Relationship | <input style="width: 90%;" type="text" value="-- Choose"/> <input style="float: right; width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="v"/> |

5. Begin the Bio Update by clicking “Bio Update (202x-202x)” in the left navigation menu.

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- Bio Update (202x-202x)

Grades and Attendance: [Student Name]

Grades and Attendance
Standards Grade

| Exp | Last Week | | | | | | |
|-------|-----------|---|---|---|---|---|--|
| | M | T | W | H | F | S | |
| P1(A) | | | | | | | |

| | | | | Las |
|---|---|---|--|-----|
| M | T | W | | |
| | | | | |

Legend

Attendance Codes: Blank=Present | ATS=Alternat job training | WD=Withdrawal | E=Entry Date | NS=

6. On screen instructions will walk parents through verifying and updating emergency contact information and acknowledging New Horizons policies and agreements.

Information for Students:

Logging into your New Horizons Email Account

1. Navigate to www.google.com
2. Click Sign in
3. Your username is firstname.lastname@nhrec.org.
 - a. If your name contains an apostrophe, space, or suffix (Jr., III, IV, etc) please remove them as they are NOT part of your username.
 - b. If your name contains a hyphen you will enter the hyphen as part of your username.
 - c. It is **very important** to remember to add the @nhrec.org to the end of your username. It will not work if you only enter firstname.lastname.
 - d. Example: Jane Doe would have the username jane.doe@nhrec.org.
4. Your password is all lowercase yourlastnameYourBirthdayMMDDYY.
 - a. If your last name contains an apostrophe, space, or suffix (Jr., III, IV, etc) please remove them as they are NOT part of your password.
 - b. If your last name contains a hyphen you will enter the hyphen as part of your password.
 - c. Example: Jane Doe with a birthday of May 9th 2004 would have the password doe050904.
5. If you have any trouble logging in you can reach out to gssttechadmin@nhrec.org or support@nhrec.org for help.

Logging Into Your Classroom

CANVAS

1. Begin by logging into your New Horizons email (see instructions above).
2. Visit <https://newhorizons.instructure.com/>
3. If prompted, choose your nhrec.org Google Account.
4. The dashboard will display the course for which you have been enrolled.
5. If you have any trouble you can reach out to gssttechadmin@nhrec.org or support@nhrec.org for help.

The screenshot displays the Canvas LMS dashboard interface. On the left is a vertical navigation menu with icons for Dashboard, Account, Admin, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled 'Dashboard' and is divided into sections. The 'Published Courses (0)' section shows 'No courses to display'. The 'Unpublished Courses (2)' section contains two course cards. The first card, 'Taylor Practice' by Taylor, has a blue header and a 'Publish' button. The second card, 'Test Course' by Test, has a dark green header and a 'Publish' button. Both cards include a small icon at the bottom.

Logging into the PowerSchool Student Portal

Students can login to the PowerSchool Student Portal to track grades and attendance.

1. Begin by visiting <https://powerschool.nhrec.us/public/>
2. Click the Student Sign In button.
3. You will be prompted to login using your NHREC Google username and password. For detailed instructions refer to the “Logging into your New Horizons Email” section.
4. If you have any trouble you can reach out to gssttechadmin@nhrec.org or support@nhrec.org for help.



Illuminating Minds... Igniting Passions... Shaping Futures...

PowerSchool SIS

Parent Sign In

[Sign In](#) [Create Account](#)

Username

Password

[Forgot Username or Password?](#)

[Sign In](#)

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

[Student Sign In](#)

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Need help?

If you have questions or need help with any of the following areas please use this guide to reach out to the best person/group to help.

Main Office Contact Information:

Butler Farm Campus
520 Butler Farm Road
Hampton, VA 23666
757-766-1100
Dial 0 for the main office

General New Horizons questions and concerns – asknhrec@nhrec.org

PowerSchool Student/Parent Portal Assistance – contact virginia.price@nhrec.org or support@nhrec.org

Fees – For questions or help with student fees:

Chiquita Taylor
chiquita.taylor@nhrec.org
757-766-1100 x3304

Technology Support – for issues logging into your nhrec.org email account, Google Classroom, or Canvas reach out to your instructor, gssttechadmin@nhrec.org, or support@nhrec.org.