

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

Information for Parents/Guardians:

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 BioUpdate 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 electronic back-to-school forms (BioUpdate) 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 after the 10th day of school to make payment arrangements for any applicable student fees.

PowerSchool Parent Portal Access Codes (Parents Only):

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

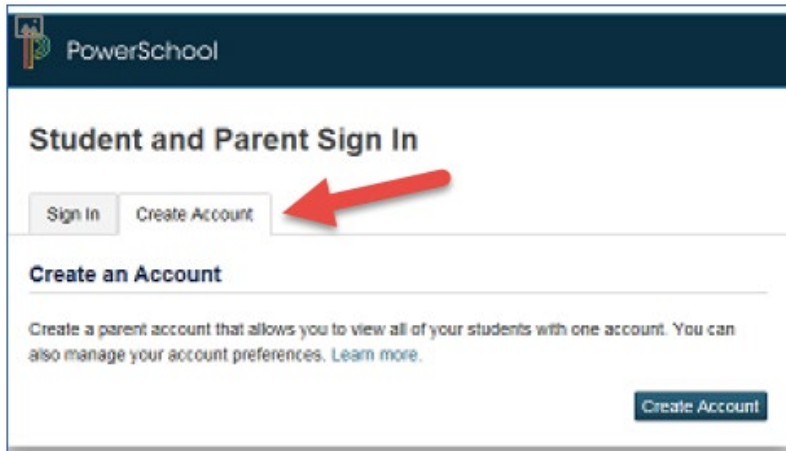
Example Access Password: jane.john050904

****Special Note** if you are a parent of twins, triplets, etc, please contact support@nhrec.org or powerschool@nhrec.org for help.

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

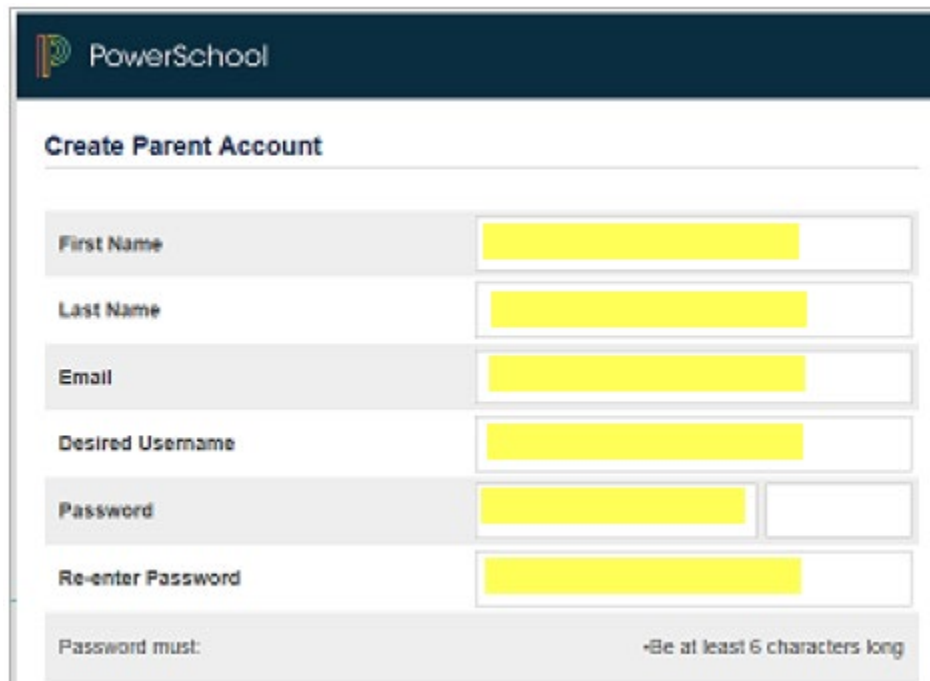
Creating an account for PowerSchool Parent Portal:

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



The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A red arrow points to the "Create Account" button. Below the buttons is a section titled "Create an Account" with a description: "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.](#)" and a "Create Account" button at the bottom right.

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.



The screenshot shows the "Create Parent Account" form. It has a header with the PowerSchool logo and the title "Create Parent Account". The form contains several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". The "Password" field is split into two parts. Below the fields is a "Password must:" section with a note: "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 type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose <input type="button" value="v"/>

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

PowerSchool SIS

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:

Grades and Attendance | Standards Grade

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

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.

Paying Student Fees Online

(Career and Technical and Governor's School Only)

Mandatory and optional student fees, including parking passes, can be paid online, in person, or by mail. If you have already paid fees in person or by mail, the PowerSchool Parent Portal will be updated soon to reflect payment. CTE Course fees are not assessed in the Parent Portal until **after the 10th day of school**. To pay online please see our video tutorial below. (<https://youtu.be/gFdN2VV-Cil?si=GlwSD3GA5upvOptG>)

[**New Horizons Regional Education Centers Online Fee Payment Tutorial**](#)

Information for Students:

New Horizons Username and Password

1. Your username is **firstname.lastname@nhrec.org**
Example: Jane Doe would have the username jane.doe@nhrec.org
2. Your password is all lowercase **yourlastnameYourBirthdayMMDDYY**
Example: Jane Doe with a birthday of May 9th, 2004, would have the password doe050904

Notes:

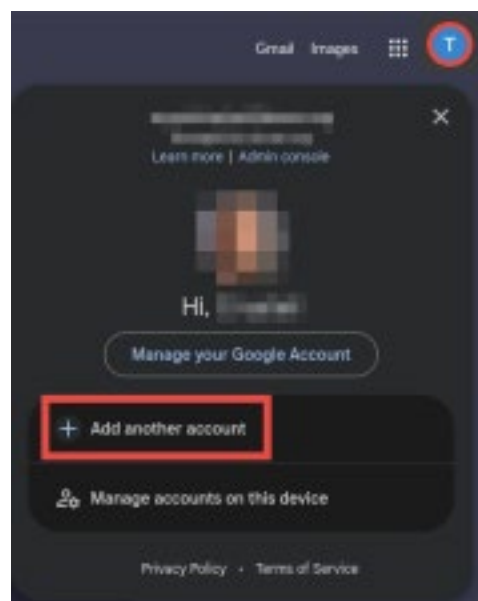
- a. Ensure to include @nhrec.org at the end of your username.
- b. If your last name contains a hyphen, you will enter the hyphen as part of your username or password.
- c. If your last name contains an apostrophe, space, or suffix (Jr., III, IV, etc.) please remove them as they are NOT part of your username or password.

If you have any trouble logging in you can reach out to your instructor or support@nhrec.org for help.

Instructions for Newport News/Hampton/Poquoson/Gloucester Students

Chromebooks:

1. Login to your device using the username and password issued from your home school division.
2. Open Chrome and go to <https://drive.google.com/>. Click on the circle with your first initial or picture in the top right corner of the white part of the screen. Click the Add Another Account button to add your nhrec.org account as a new profile.
3. Once the @nhrec.org account has been added, make sure that it is selected as the active account by clicking the circle in the upper right corner of the screen again and choosing the @nhrec.org account.
4. When accessing your NHREC email, Canvas, or PowerSchool be sure that you have selected your nhrec.org account in Chrome.



Instructions for York County Students

YCSD is transitioning to issuing Chromebooks for all students, but for the 25-26 school year, some students may continue using Windows laptops. Please use the appropriate instructions below based on the device you have been issued.

Windows laptops:

You will add your NHREC account as a separate profile in your internet browser. [Adding an NHREC Profile in Google Chrome](#)

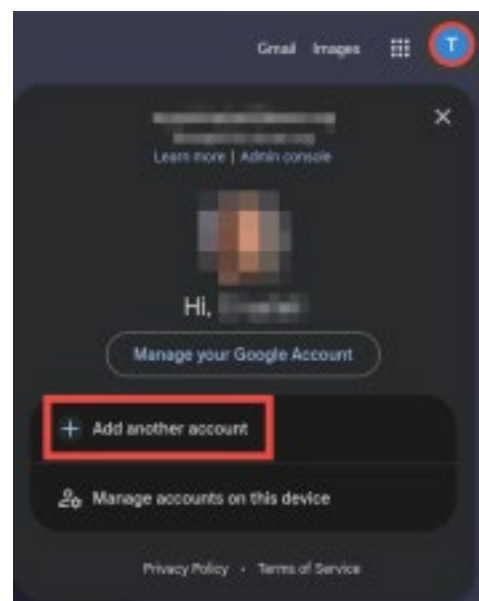
[Adding an NHREC Profile in Microsoft Edge](#)

Once the profile has been added, make sure it is selected as the active profile and you can access your NHREC email at <https://mail.google.com/>

Separate browser profiles will allow you to easily switch back and forth between your YCSD content and your New Horizons content.

Chromebooks:

1. Login to your device using the username and password issued from your home school division.
2. Open Chrome and go to <https://drive.google.com/>. Click on the circle with your first initial or picture in the top right corner of the white part of the screen. Click the Add Another Account button to add your nhrec.org account as a new profile.
3. Once the @nhrec.org account has been added, make sure that it is selected as the active account by clicking the circle in the upper right corner of the screen again and choosing the @nhrec.org account.
4. When accessing your NHREC email, Canvas, or PowerSchool be sure that you have selected your nhrec.org account in Chrome.



Instructions for Williamsburg James City County Students

Windows laptops:

You will add your NHREC account as a separate profile in your internet browser. [Adding an NHREC Profile in Google Chrome](#)

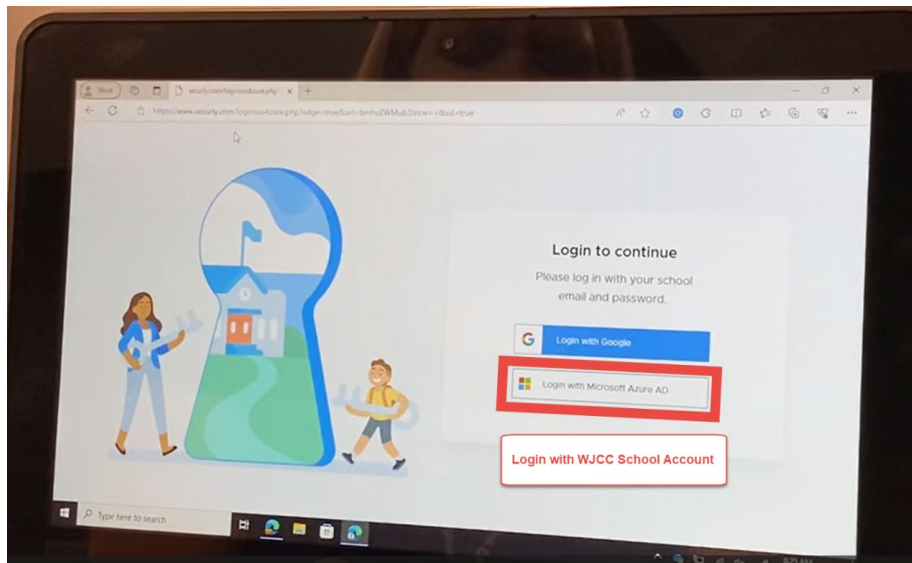
[Adding an NHREC Profile in Microsoft Edge](#)

Once the profile has been added, make sure it is selected as the active profile and you can access your NHREC email at <https://mail.google.com/>

Separate browser profiles will allow you to easily switch back and forth between your WJCC content and your New Horizons content.

*****Special Note***** If students are presented with a Securly (WJCC Web Filter) screen like

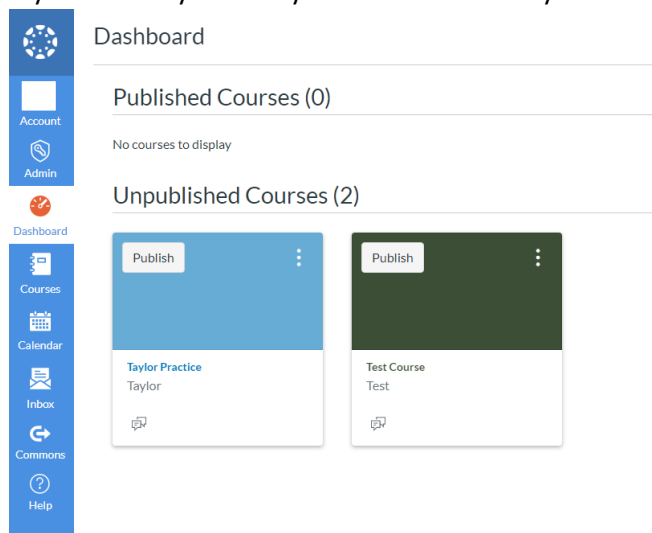
the one below, they will need to select "Login with Microsoft Azure AD" and log in with their WJCC school account.



Logging Into Your Classroom

CANVAS

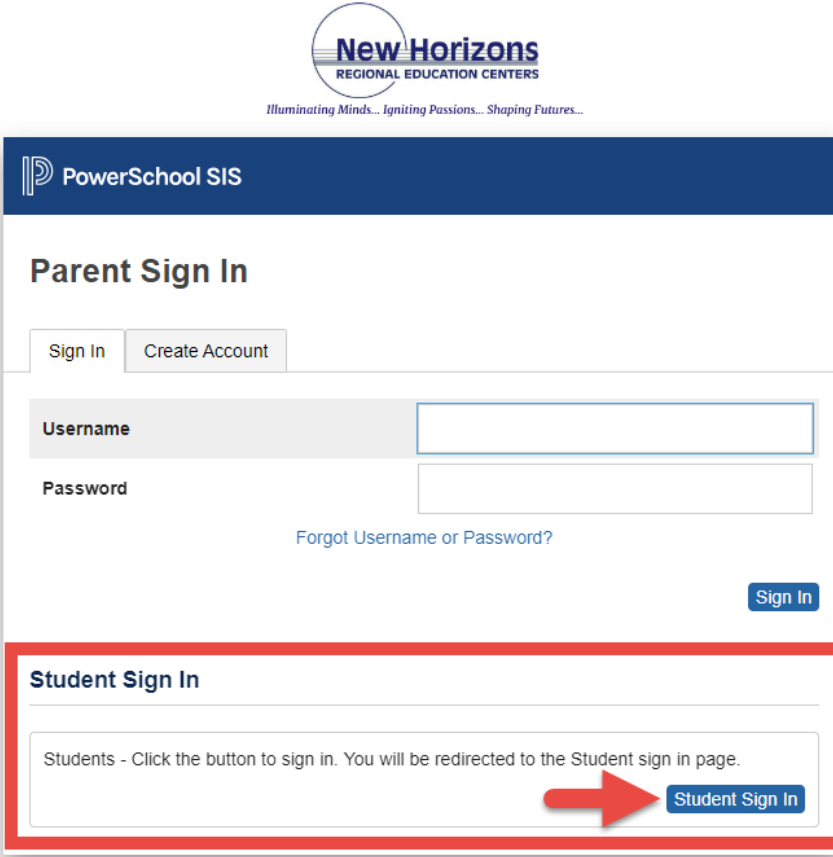
1. Begin by selecting your NHREC profile (see instructions above).
2. Visit <https://newhorizons.instructure.com/>
3. If prompted, choose your nhrec.org Google Account.
4. The dashboard will display the course for which you have been enrolled.
5. If you have any trouble you can reach out to your instructor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




Logging into the PowerSchool Student Portal

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

1. Begin by selecting your NHREC profile (see instructions above).
 2. Visit <https://powerschool.nhrec.us/public/>
 3. Click the Student Sign In button.
 4. If prompted, login with your nhrec.org Google Account.
 5. If you have any trouble logging in you can reach out to your instructor, support@nhrec.org , or powerschool@nhrec.org for help.
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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

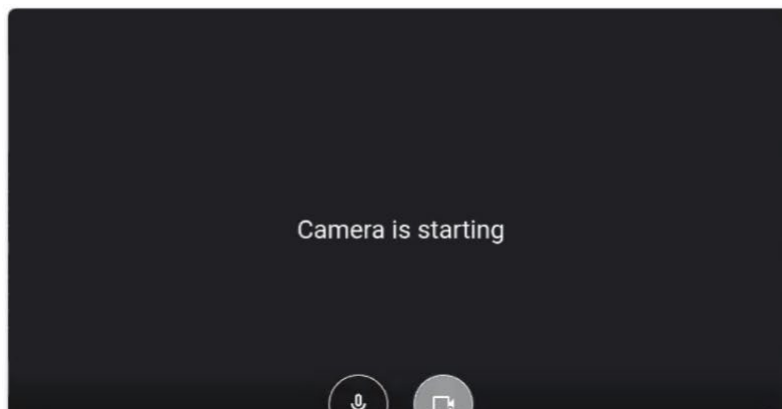
Students - Click the button to sign in. You will be redirected to the Student sign in page.

[Student Sign In](#)

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Attending New Horizons Google Meetings

Your instructor may choose to use Google Meet. If so, they will post links to Google Meets in their Virtual Classroom. When joining a Google Meet check the upper right corner of the screen to make sure that the correct account is logged in. Select your @nhrec.org account and not your home school account. If your home school account is showing click "Switch Account" to change over to your @nhrec.org account.



If you see your home school account click "Switch Account" to login to your @nhrec.org account

Ready to join?

Ask to join

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:

Career and Technical Education (CTE)

Butler Farm Campus

520 Butler Farm Road

Hampton, VA 23666

757-766-1100

Dial 0 for the main office

Woodside Lane Campus

13400 Woodside Lane

Newport News, VA 23608

757-874-4444

Dial 0 for the main office

Governors School for Science and Technology

Butler Farm Campus

520 Butler Farm Road

Hampton, VA 23666

757-766-1100

Dial 0 for the main office

Center for Autism and Newport Academy

Woodside Lane Campus

Newport Academy

Center for Autism- Grd 9-12

Office: (757) 874-4444 Dial 0

Yorktown Middle School

Center for Autism - Grd 6-8

Office: (757) 369-2581

Kiln Creek Elementary School

Center for Autism - Grd K-5

Office: (757) 369-2581

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

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

Course/Parking Fees – For questions or help with student fees:

Butler Farm

Chiquita Taylor

chiquita.taylor@nhrec.org

757-766-1100 x3304

Woodside Lane

Jada Smith

jada.smith@nhrec.org

757-874-4444 x5509

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