



PowerSchool Parent Portal

Step 1: Create an access account

You can access the portal on our website at www.stpauleducation.ab.ca by choosing the **Parents/Students** tab, then clicking the **Parent Portal Access** Button. This will open a new window and link you directly to the website. You can also access it directly at <https://powerschool.sperd.ca/public>. You may want to bookmark the access page to make it easy to find on future visits.

A screenshot of the PowerSchool "Student and Parent Sign In" page. At the top left is the PowerSchool logo. Below it, the title "Student and Parent Sign In" is displayed. 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 for "Username" and "Password", and a "Forgot Username or Password?" link. At the bottom right is a "Sign In" button.

Click on the **“Create Account”** tab

A screenshot of the PowerSchool "Create an Account" page. At the top left is the PowerSchool logo. Below it, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" and "Create Account". Below the tabs is the heading "Create an Account" followed by 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 blue "Create Account" button with a red arrow pointing to it.

Choose the blue **“Create Account Button”**

You will be directed to a page that outlines the terms and conditions of using the Parent Portal. You are required to “Agree” in order to continue.

A screenshot of the PowerSchool "Create Parent Account" page. At the top left is the PowerSchool logo. Below it, the title "Create Parent Account" is displayed. Under the heading "Parent Account Details", there are several input fields: "First Name" (with the value "Average"), "Last Name" (with the value "Parent"), "Email" (with the value "averageparent@anyschool.com"), "Desired Username" (with the value "averpare"), "Password" (with a strength indicator "Strongest"), and "Re-enter Password". At the bottom, there is a note: "Password must: •Be at least 10 characters long".

Enter the required information.

If the username you choose is already in use, you will be prompted to choose another one.

A working email address is important as it will be the one used by our system to help you find a forgotten username or reset a forgotten password.

Step 2: Add your children

The screenshot shows a registration form with the following fields: Email (averageparent@anyschool.com), Desired Username (averpare), Password (with a 'Strongpass' indicator), and Re-enter Password. Below this is the 'Link Students to Account' section, which includes a heading and a sub-heading: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. There is a numbered box '1' and a table with the following fields: Student Name, Access ID, Access Password, and Relationship (with a dropdown menu set to '-- Choose').

Scroll down to the section called
“**Link Students to Account**”

The detailed view shows the 'Link Students to Account' section with three numbered examples:

- 1**: Student Name: Any Student; Access ID: Your child's Alberta Health Care number; Access Password: Your child's birthdate; Relationship: Mother (selected from a dropdown).
- 2**: Student Name: [empty]; Access ID: [empty]; Access Password: [empty]; Relationship: -- Choose (dropdown).
- 3**: Student Name: [empty]; Access ID: [empty]; Access Password: [empty]; Relationship: [empty];

Enter your child's first and last name.

The **Access ID** is your child's Alberta Health Care number without any dashes or spaces in it.*

The **Access Password** is your child's date in the format **yearmonthday**. Month and day must be entered as two digits, so the birthdate of January 1, 2006 would be entered **20060101**.

Choose your relationship to your child from the drop down list.

Repeat for all of your children.

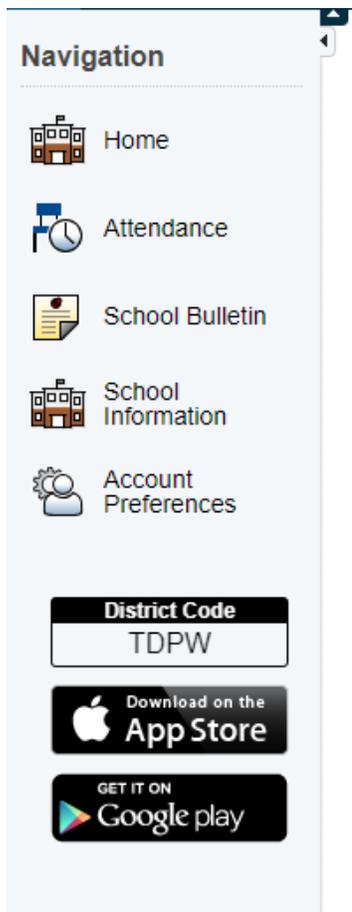
*If you have not provided an Alberta Health Care number to your child's school or have difficulty adding students, please contact the school office.

A close-up of the bottom of the form showing the 'Relationship' dropdown menu and a blue 'Enter' button. A red arrow points to the 'Enter' button.

Scroll down to the bottom of the screen and click “Enter” when you are finished and you will be taken back to the “Sign In” page where you can enter your username and password.

Parent Portal View for Students in ECS—Grade 6

Grades: Please note that due to the outcome format of elementary reporting, grade information is currently not available on-line for students in Grade 6 and lower.



The screenshot shows a vertical navigation menu on the left side of the screen. At the top, it is titled "Navigation". Below the title are five menu items, each with an icon and text: "Home" (house icon), "Attendance" (clock icon), "School Bulletin" (document icon), "School Information" (school building icon), and "Account Preferences" (gear and person icon). Below these items are three buttons: a "District Code" button with the code "TDPW", a "Download on the App Store" button with the Apple logo, and a "GET IT ON Google play" button with the Google Play logo.



St. Paul Education Regional Division No.1

The navigation menu on the left side of your screen will allow you to go to different areas and you can switch to the information for different children by selecting each child's name in blue on the left near the top of your screen.

Attendance

- This page will show you a detailed list of your child's attendance.
- School absences (school sporting events and special activities) are NOT counted as absences in your child's total because he/she is participating in a school-sanctioned event.

School Bulletin

- This tab will allow you to see current school announcements.

School Information

- The school address, phone and fax numbers as well as a link to the school webpage are all located on this tab.

Account Preferences

- Here you can change the email account, username, and password that is linked to your access account.
- By clicking on the "Students" tab, you can link other children to your account.

Installing the app on your mobile device

- The tabs that encourage you to download the app at the "App Store" or "Google play" are live links that should take you directly to the correct app. You will need the District Code that is listed above the links in order to connect to our PowerSchool portal through the app.
- There are many customization options available to you within the app itself that will allow you to control what information you do and do not see.

Parent Portal View for Students in Grades 7-12

Navigation

- Home
- Attendance
- Grades**
- Grade History
- School Bulletin
- My Schedule
- School Information
- Account Preferences

District Code
TDPW

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Grades

- High School CTS courses may or may not contain data due to the modular nature of these classes.
- You can see a detailed list of assignments by clicking on the number grade that shows up beside the course.
- Clicking on the teacher's name will cause your default email program to compose an email to that teacher.

Grades History

- This page will allow you to check your child's final grades from previous years (for Grade 7 and higher).

School Bulletin

- This tab will allow you to see current school announcements.

My Schedule

- The Week View will show you your child's current schedule by date while the TimeTable View will show the schedule by the rotation day (Day 1, 2, 3 etc.)
- Course names, teacher names, room numbers and class times may all be visible in both views.

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