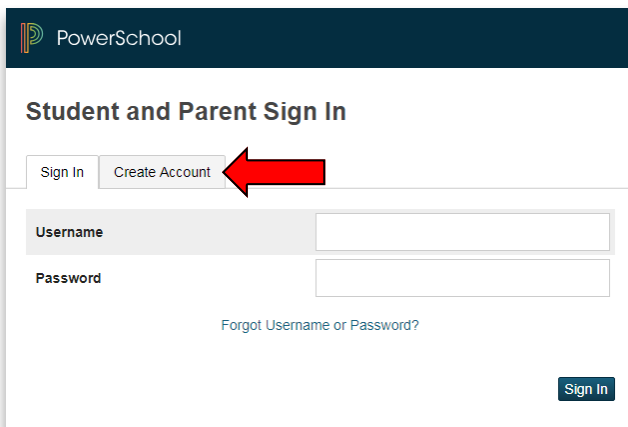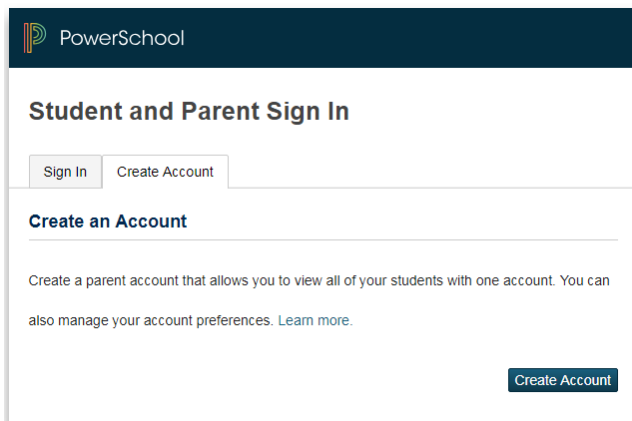# PowerSchool Parent Portal

Step 1: Create an access account

Click on the link at the top of this page labeled "**Parent Portal Access**". You may want to bookmark the portal access page to make it easy to find on future visits.
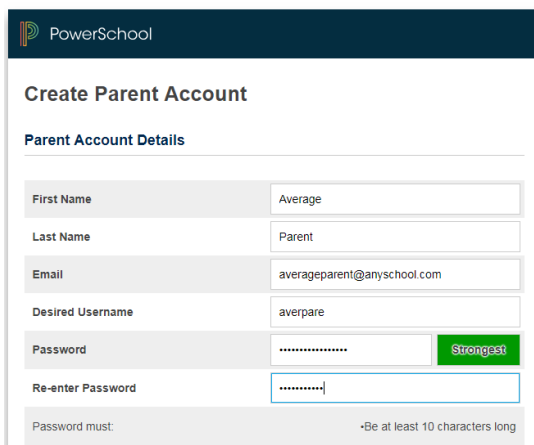
Click on the "**Create Account**" tab

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.

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.

Create a strong password.

Step 2: Add your children

Scroll down to the section called

"**Link Students to Account**"

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 **year**month**day**. 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.

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.