

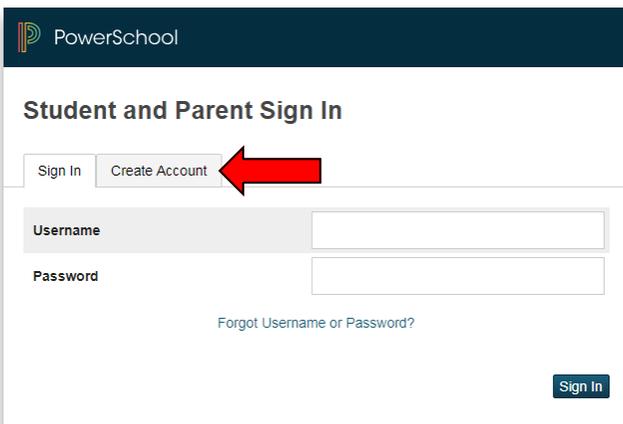


PowerSchool Parent Portal

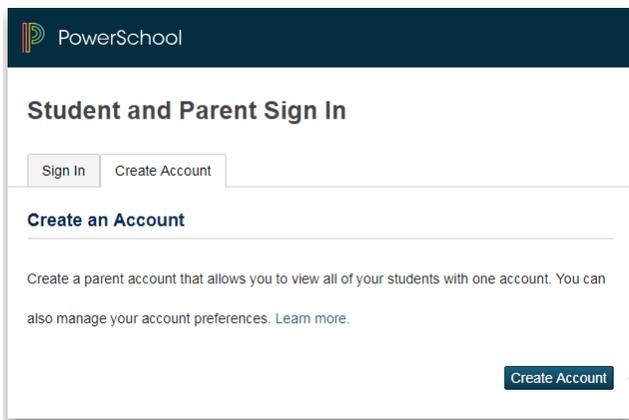
Step 1: Create an access account

Click on the following link: [Parent Portal Access](#)

You may want to right click and select "Open link in new tab" to enable you to navigate between the portal and the instructions. You may also want to bookmark the portal access page to make it easy to find on future visits.

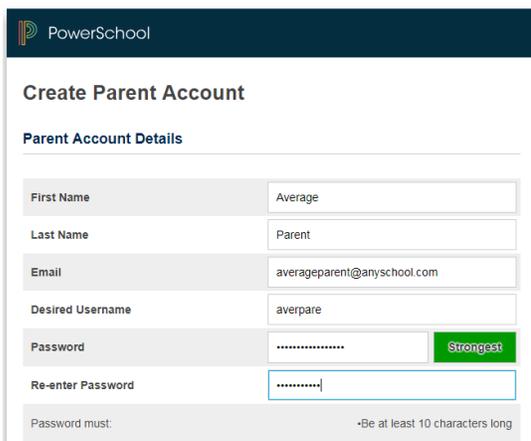
A screenshot of the PowerSchool "Student and Parent Sign In" page. At the top left is the PowerSchool logo. Below it, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" and "Create Account". A red arrow points to the "Create Account" tab. Below the tabs are two input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

Click on the **"Create Account"** tab

A screenshot of the PowerSchool "Create an Account" page. The "Create Account" tab is selected. Below the tabs, the heading "Create an Account" is shown. A paragraph of text explains that a parent account allows viewing all students with one account and managing preferences. A "Create Account" button is at the bottom right, 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. The heading "Create Parent Account" is at the top. Below it, the section "Parent Account Details" contains several input fields: "First Name" (Average), "Last Name" (Parent), "Email" (averageparent@anyschool.com), "Desired Username" (averpare), "Password" (with a "Strongest" indicator), and "Re-enter Password". A note at the bottom states "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.

Create a strong 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 of the 'Link Students to Account' form shows three numbered steps. Step 1 is pre-filled with: Student Name: Any Student; Access ID: Your child's Alberta Health Care number; Access Password: Your child's birthdate; Relationship: Mother (dropdown). Step 2 shows empty fields for Student Name, Access ID, Access Password, and Relationship (dropdown). Step 3 shows empty fields for Student Name and Access ID.

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.