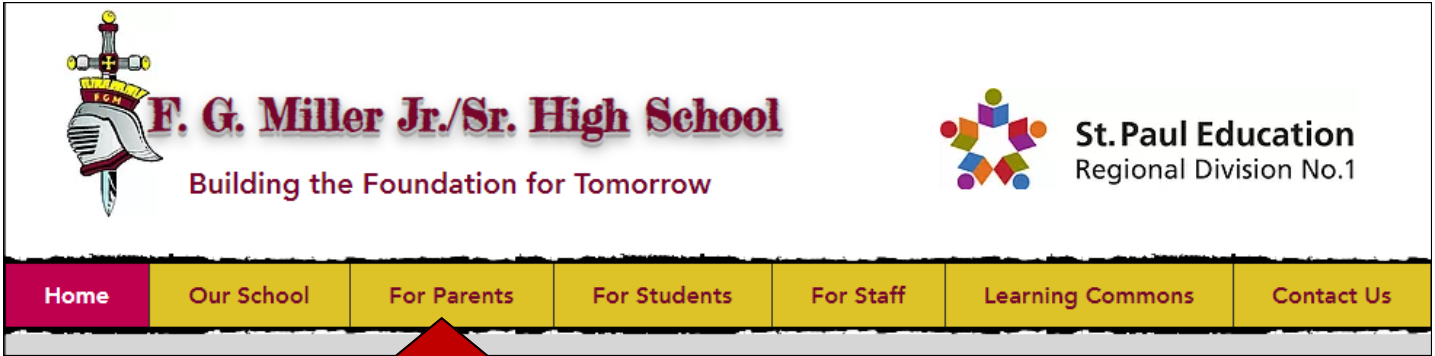




PowerSchool

How to Create Your Account



1. **On a laptop or PC, go to fgmiller.ca.** Initial set-up will not work on a cellular device. Click on the **For Parents** button in the navigation bar. This will take you to our Parent Page. A subscription box will pop up. If you have already subscribed, or you do not wish to subscribe, click the "X". Then click on the PowerSchool button.



Welcome to the St. Paul Education PowerSchool Parent Portal!

By clicking on "Accept" you agree to the terms and conditions described in SPERD Administrative Procedure 140: [Acceptable Technology Use](#). The use of this portal service is a privilege, not a right, and may be revoked at any time. Inappropriate, unauthorized or illegal use will result in suspension or cancellation of this privilege. SPERD supports strong passwords and requires qualified parents to create a strong password for their Parent Portal access. Once the password is created the parent is the sole owner of the password and is responsible for its security. The School or Division office has no record of this password.

You also acknowledge that teachers may use the email address you provide to send you information regarding your child's education and progress.

Any parent using the SPERD Parent Portal to communicate with staff does so understanding Administrative Procedure 160: [Welcoming, Caring, Respectful, Safe and Inclusive Learning Environments](#) which states "The Division firmly believes that students, staff and all members of the school community have the right to learn and work in a welcoming, caring, respectful and safe environment free of all forms of discrimination, prejudice, and harassment." Parent actions are also governed by Section 16.2 of the Alberta School Act which states: "A parent of a student has the responsibility to (b) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment, (and) to (d) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school." SPERD can at any time remove the privilege of use of the portal due to inappropriate use and/or harassment of staff as stated in AP 140.

PowerSchool

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: •Be at least 10 characters long



Enter your personal information.

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

Choose an email that you use on a regular basis. This email is used by the system to help you find a forgotten username or reset your password.

Passwords must be at least 10 characters in length.

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

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

7

Student Name

Access ID

Access Password

Relationship



Up to 7 students can be linked to your profile. Enter the data for each student.

Student Name: First and Last Name. This name must be the same as the one that was listed on your registration form (your child's legal name).

Access ID: Your child's **Alberta Health Care** number without the dashes or spaces.

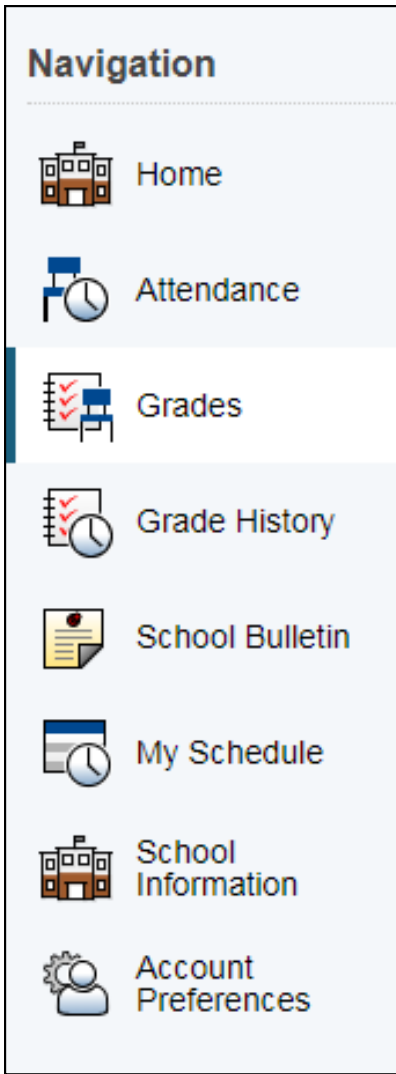
Access Password: Your child's date of birth in the format **yearmonthday**. The month and day must be two digits. A birth date of January 1, 2006, would be entered as 20060101.

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

Repeat this process for all your children currently attending F. G. Miller High School.

Scroll down to the bottom of the screen and click the "Enter" button. This will take you back to the screen in step 4 in this document. You can now sign in to your account and view your child's progress 24/7!

If you experiencing difficulties, or have not provided an Alberta Health Care number at the time of registration, please contact Ms. Capjack at 780 724 3966 or email her at capjsand@sperd.ca.



Once you have successfully logged in.....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.

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.

School Bulletin

This tab will allow you to see current school announcements. FGM does not use this feature to date.

My Schedule

The Week View will show you your child’s current schedule by date while the Matrix 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.

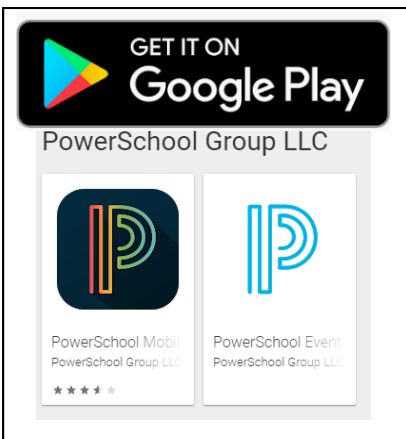
School Information

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.



You must set up your account on a PC or laptop prior to setting up your app!

9. Cellular Device Set-Up

Once you have done the initial set-up on your PC or laptop, you can now set up your cellular device(s) and customize your app.

1. Download the PowerSchool app from either the App Store or Google Play
2. You will be prompted to enter your District Code. It is TDPW.
3. You can set up your app to send you push notifications for attendance and grade changes daily, weekly, bi-weekly or monthly to your email.

District Code
TDPW



F. G. Miller Jr./Sr. High School

Building the Foundation for Tomorrow



St. Paul Education
Regional Division No.1

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www.fgmiller.ca is the place to find all you need to know about your school! This is a screen shot of the parent page. On our website, Click on the buttons to discover more about our school and more! There are more features on our other pages too....just choose a tab from the top to explore even more of our site!

Note: On our parent page, a shadow box will appear and prompt you to subscribe. If you have already subscribed or do not wish to subscribe, click the X on the top right corner. Subscribing to our website means that each time we blog a post, you will receive it via email! This feature is our online newsletter. Each blog post is also shared on our facebook page **F.G. Miller Jr/Sr High School SPERD**