Sussex Regional High School

55 Leonard Drive
Sussex, NB E4E 2P8
506-432-2017

February 6, 2018

PowerSchool Public Portal Parent/Guardian Information

Introduction & Purpose

The PowerSchool Public Portal is an online tool that enables parents and students to become informed and involved partners in Education. The Public Portal can keep you up-to-date about what's happening at SRHS, and will enable you to track your child's attendance.

Please note: Parents/guardians and students agree and understand that the PowerSchool Public Portal is offered on a best effort basis. The District cannot troubleshoot home computer issues. Users are responsible for resolving any technical issues encountered when trying to access this system. However, if you experience any further problems with our PowerSchool system, please contact your School Administrator.

Single Sign-on Setup

PowerSchool's Public Portal uses a single sign-on process for parents/guardians, which means you will have your own individual parent/guardian account, including your personal user name and password. SRHS will provide you with a letter (one letter for each of your children) that contains the following information for your child once you have:

- The Public Portal's internet address
- Step-by-step directions of how to create your parent account
- How to link children to your account using the Student Access ID & Password
- How to add a student to an existing parent/guardian account

Working with Student Access IDs & Passwords
Create an Account

Follow these steps to create and account for the Parent Portal and Link your child(ren) to your account.

1. Enter the website address into your browser (e.g. Internet Explorer, Firefox, etc.)
2. Click on **Create an Account**
   PLEASE NOTE: For your INITIAL login, it is very important to click **Create and Account. The Student Access ID and Access Password provided to you on the letter from your school is NOT your Username or Password to log into the Parent Portal.** You will create your own unique username and password following steps 5 and 6 below.

3. Enter your first and last name.
4. Enter your email address. This is the email address where you will receive notices from the school. PLEASE NOTE: You must enter a valid email address to create and account.
5. Enter your user name of choice, which you will use each time you Sign-in to the Parent Portal.
6. Create a password, your password must include at least:
    - A minimum of 8 characters
    - 1 upper case letter
    - 1 lower case letter
    - 1 number
    - 1 special character; special characters are the keyboard characters not defined as letters, numbers or spaces. They include ` ~ ! @ # $ % ^ & * ( ) _ - + = { } [ ] \ | : ; " ' < > , . ? /
7. Password tips:
    - Do not write your password down
    - Do not share your password with anyone
    - Do not use common words or information about you that can be easily obtained about you. This includes usernames, birthdates, license plates, telephone numbers, etc.

Linking Your Children to Your Parent Account

- Enter the name of your child exactly as it is printed on the letter from the school. Each child should be setup individually.
- Enter the **Student Access ID** for each child, as per the letter from the school.
- Enter the **Access Password** for each child, as per the letter from the school.
- Select your relationship to the child from the drop-down list.
- Select **Enter**. Parents or guardians who receive a letter from the school may choose to setup an account to monitor their children's attendance.

Parent Sign-off

Please note: While stringent security protocols are enforced to mitigate the risk of unintentionally exposing student information to the internet, any information hosted on websites or e-mailed has the potential to be viewed/accessed by other Internet users. Parents & students are advised to consider this possibility and strictly adhere to the *Acceptable Computer Use Policy* guidelines.

Important

Please **sign and return** the attached forms to SRHS to indicate your wish to access your student's information in an online environment by **February 16, 2018**. Note: You will be provided the access codes and passwords once the forms have been returned signed and if your name was listed as a contact on the information sheet returned earlier this school year.

We look forward to partnering with you through this initiative.

Sincerely,
The Administration and Staff of SRHS