



**ASD-S**  
Anglophone South School District

## Student Information System Grades 9-12

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# PowerSchool Public Portal

### *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 informed about what's happening at school, track your children's progress, and provide you with 24/7 online access to your children's teachers & classes.

The Public Portal gives Parents/Guardians the very latest student information such as:

- Attendance
- Student Schedules
- Assignments
- School bulletins
- Assignment criteria
- Grades & Assessments
- Teacher comments

**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 now have your own individual parent/guardian account, including your personal user name and password. Your child's school will provide you with a letter (one letter for each of your children) that contains the following information for your child:

- 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 an 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.)

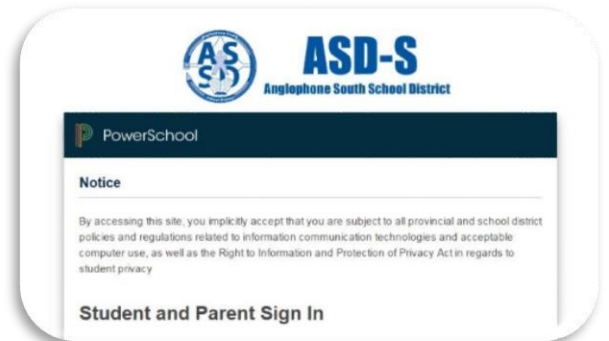
2. Click on **Create an Account**.

PLEASE NOTE: For your INITIAL login, it is very important to click **Create an 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 that all notices from the school are sent. PLEASE NOTE: You must enter a valid email address to create an account.

5. Enter a user name of your 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, numerals or spaces. They include ` ~ ! @ # \$ % ^ & \* ( ) \_ - + = { } [ ] \ | ; : " ' < > , . ? /

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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	<input type="text" value="- Choose"/>

7. Password tips:

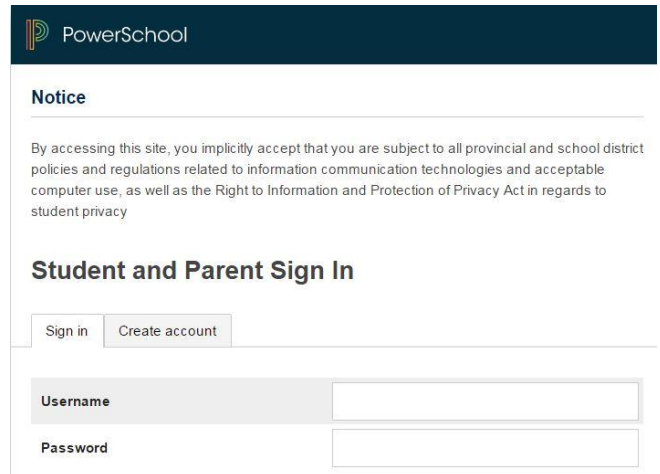
- Do not write your password down
- Do not share your password with anyone.
- Do not use common words or information about you that can be easily obtained about you. This includes usernames, birthdates, license plates, telephone numbers, etc.

## 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 and progress.

## 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.



The screenshot shows the PowerSchool website interface. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, a "Notice" section contains a disclaimer about privacy and acceptable computer use. Underneath the notice, there is a "Student and Parent Sign In" section. This section includes two buttons: "Sign in" and "Create account". Below the buttons are two input fields: "Username" and "Password".

## What is the process prior to issuing Student Access IDs & Passwords?

- Registered Student Contact in PowerSchool
- Student Legal first & last name provided and valid
- Student Middle name valid, if provided
- Student's birthdate provided & valid
- NBEN valid, if provided
- Student's mother's maiden name is provided & valid
- Valid Picture ID (Discretionary Requirement)