

## 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 online access to your children's teachers & classes.

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

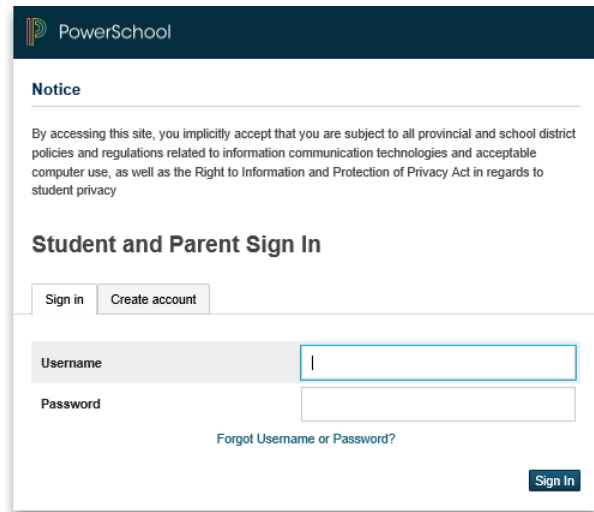
- Attendance
- Student Schedules
- Assignments
- School bulletins
- Assignment criteria
- Grades & Assessments
- Teacher comments

**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



The screenshot shows the PowerSchool Public Portal login interface. At the top, there is a dark blue header with the PowerSchool logo and the text "PowerSchool". Below the header, there is a "Notice" section with a small icon and a paragraph of text regarding user agreement and privacy. Underneath the notice is the "Student and Parent Sign In" section. This section contains two buttons: "Sign in" and "Create account". Below these buttons are two input fields: "Username" and "Password". A link for "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

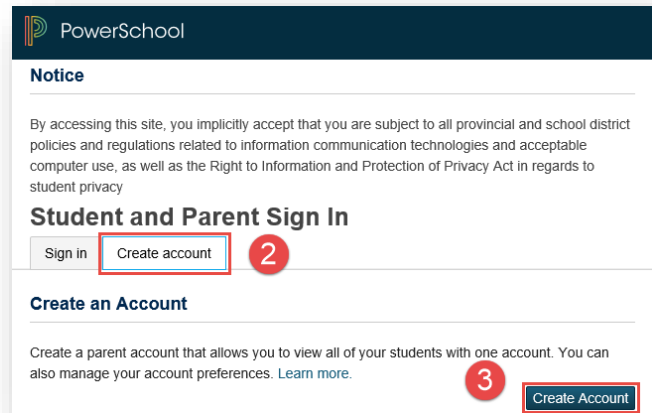
- How to link children to your account using the Student Access ID & Password
- How to add a student to an existing parent/guardian account

## Working with Student Access IDs & Passwords

### Create an Account

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

1. Enter the website address into your browser (e.g. Google Chrome, Internet Explorer, Firefox etc.)
2. Click on **Create account** tab.
3. Click **Create Account** button.



PowerSchool

**Notice**

By accessing this site, you implicitly accept that you are subject to all provincial and school district policies and regulations related to information communication technologies and acceptable computer use, as well as the Right to Information and Protection of Privacy Act in regards to student privacy

**Student and Parent Sign In**

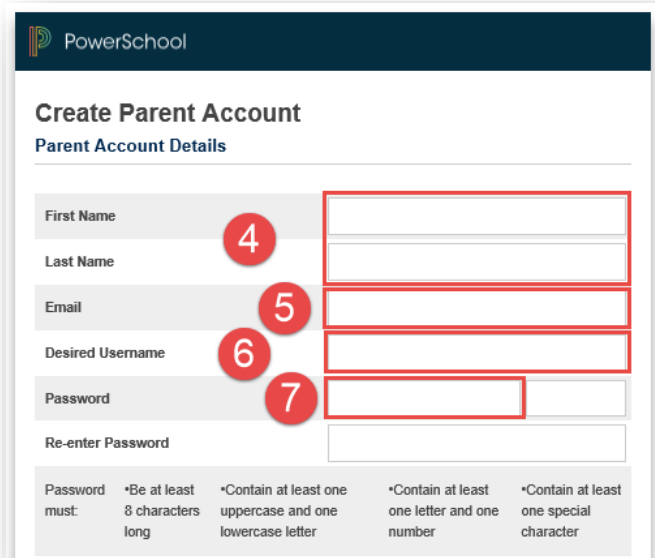
Sign in  **2**

**Create an Account**

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#) **3**

PLEASE NOTE: For your INITIAL login, it is very important to click **Create 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 6 and 7 below.

4. Enter your first and last name.
5. 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.
6. Enter a user name of your choice, which you will use each time you Sign-In to the Parent Portal.



PowerSchool

**Create Parent Account**

**Parent Account Details**

First Name **4**

Last Name

Email **5**

Desired Username **6**

Password **7**

Re-enter Password

Password must:	*Be at least 8 characters long	*Contain at least one uppercase and one lowercase letter	*Contain at least one letter and one number	*Contain at least one special character
----------------	--------------------------------	--	---	---

7. 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:

` ~ ! @ # \$ % ^ & \* ( ) \_ - + = { } [ ] \ | : ; " ' < > , . ? /

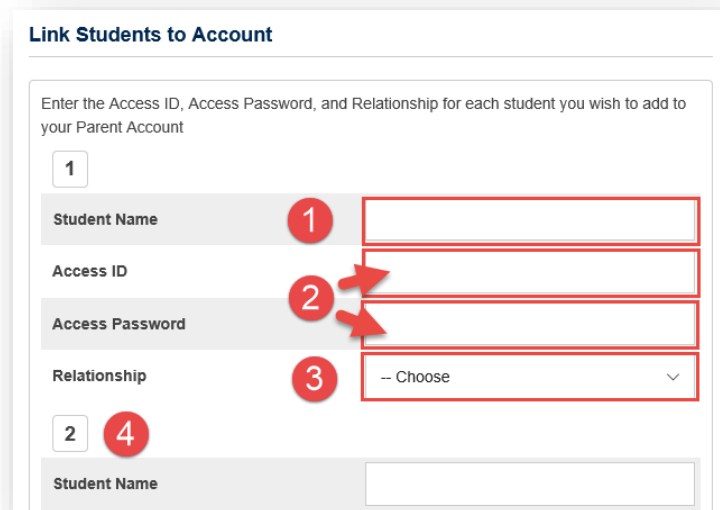
Password tips:

- 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

You can add one or more children the first time you create your account. To link to multiple children you must have a Web Access Letter for each child. If you have all the necessary letters follow the steps here. If you have only one letter but receive a second letter at a later date, enter the first child now and then follow the steps in the section **Linking Additional Children after Your Account Has Been Created** to add the new child.

1. Enter the name of your child exactly as it is printed on the letter from the school. Each child should be setup individually.
2. Enter the **Student Access ID** and **Access Password** for your child, as per the letter from the school.
3. Select your relationship to the child from the drop-down list.
4. If you have more than one child, repeat steps 1 to 3 for the next child in the next section.



**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

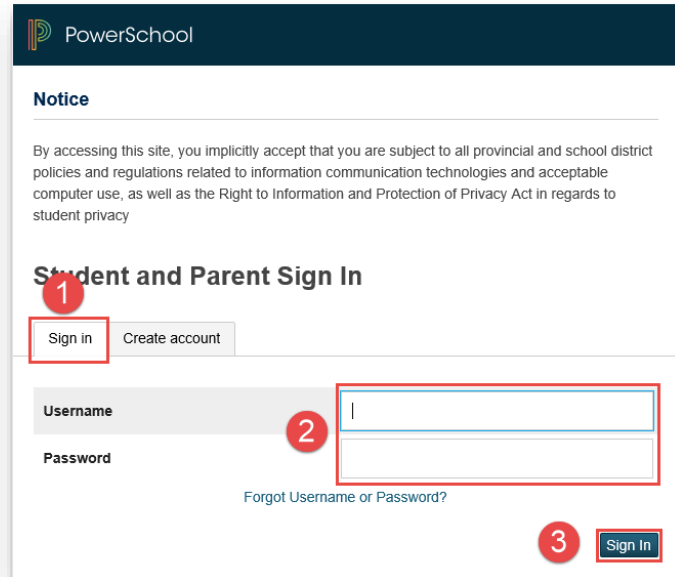
4

Student Name

Select **Enter**.

Once you submit the information to create your account, you will return to the log in page.

1. Make sure you are on the Sign in tab.
2. Enter the Username and Password you created when creating your Public Portal account.
3. Click Sign In.



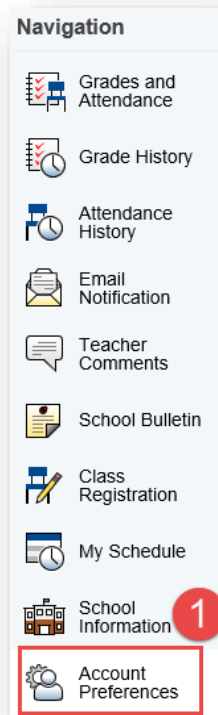
The image shows the PowerSchool login page. At the top, there is a dark blue header with the PowerSchool logo. Below the header is a 'Notice' section with a disclaimer. The main heading is 'Student and Parent Sign In'. There are two buttons: 'Sign in' (highlighted with a red box and a red circle with the number 1) and 'Create account'. Below the buttons are two input fields: 'Username' (with a red circle with the number 2) and 'Password' (with a red circle with the number 2). A link 'Forgot Username or Password?' is located below the password field. At the bottom right, there is a 'Sign In' button (with a red circle with the number 3).

## Linking Additional Children after Your Account Has Been Created

The steps described here are for adding more children after your account has been created.

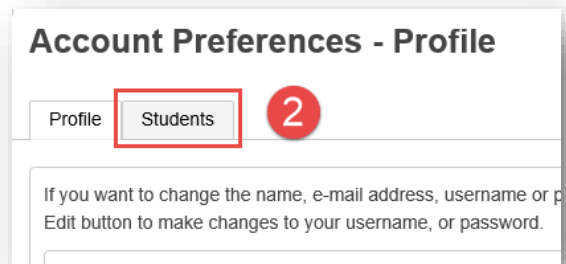
Log into your Public Portal Account.

1. On the left hand side of the Public Portal Homepage, click Account Preferences.



The image shows a vertical navigation menu with the title 'Navigation'. It contains several menu items, each with an icon and text: 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'School Bulletin', 'Class Registration', 'My Schedule', 'School Information', and 'Account Preferences'. The 'Account Preferences' item is highlighted with a red box and a red circle with the number 1.

2. Select the Students tab.

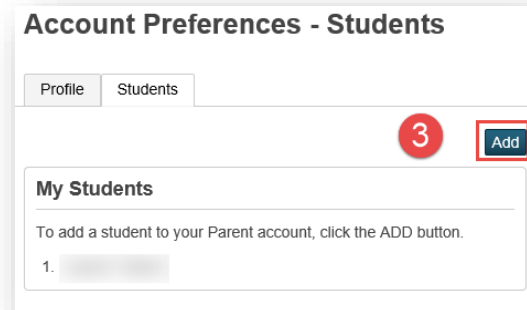


**Account Preferences - Profile**

Profile **Students** 2

If you want to change the name, e-mail address, username or password, click the Edit button to make changes to your username, or password.

3. Click Add to enter the information for your additional child.



**Account Preferences - Students**

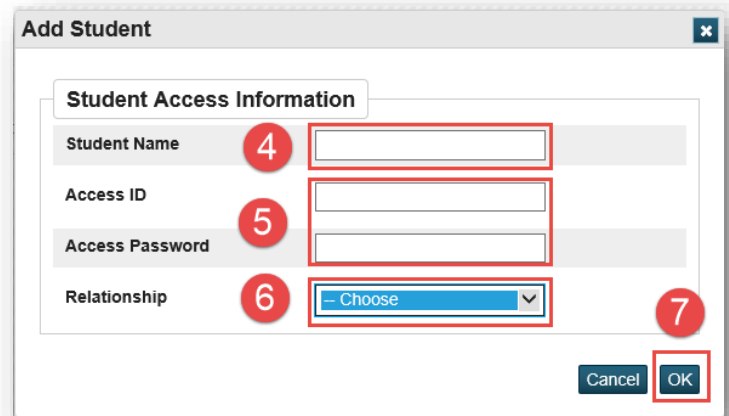
Profile Students 3 **Add**

**My Students**

To add a student to your Parent account, click the ADD button.

1.

4. Fill in your child's name exactly as it is on the Web Access letter.
5. The ID and Password are provided in the letter.
6. Select your relationship to the child.
7. Click OK.



**Add Student**

**Student Access Information**

Student Name 4

Access ID 5

Access Password 5

Relationship 6  7

**Cancel** **OK**

## 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.