How to create your public portal account

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 username 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
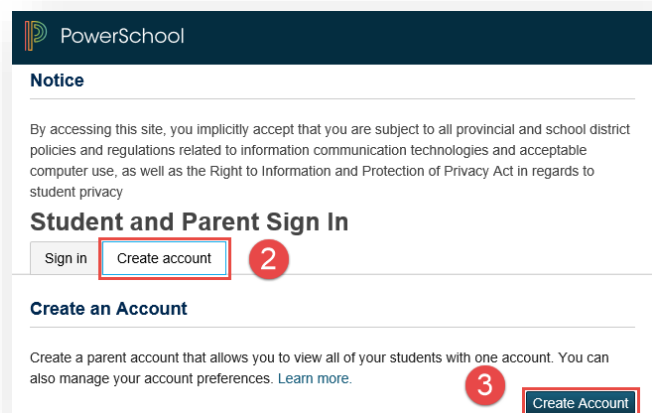- How to add a student to an existing parent/guardian account

PS. You can not start this process until you've received your child's Web access public portal ID letter.

Creating your account

1. Using your preferred web browser, visit the public portal website.

   https://sisasdw.nbed.nb.ca/public/home.html

2. Click on **Create account** tab.

3. Click **Create Account** button.

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 Public 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.

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:

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

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 later, you can enter additional children from the Account Preferences sections under the Students tab.

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	1	
Access ID	2	
Access Password		
Relationship	3	-- Choose

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 your Username and Password.
3. Click Sign In.

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 | Create account |

| Username | 2 | |
| Password | | |

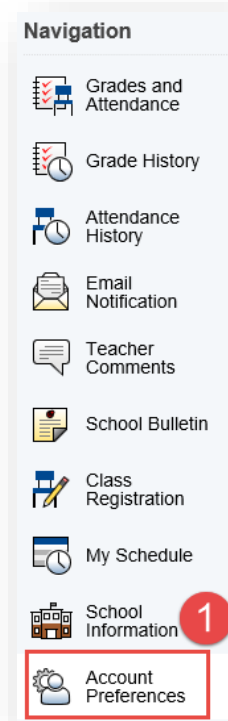Forgot Username or Password?

3 Sign In

You will receive a message to verify your email address, click on the link sent to your email address and then log back into your public portal account.

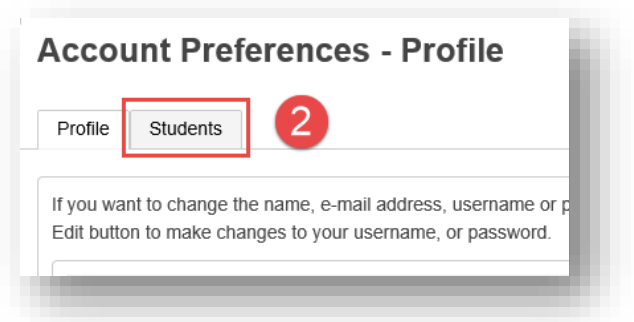## Linking Additional Children after Your Account Has Been Created

The steps described here are for adding more children after your account has been created.
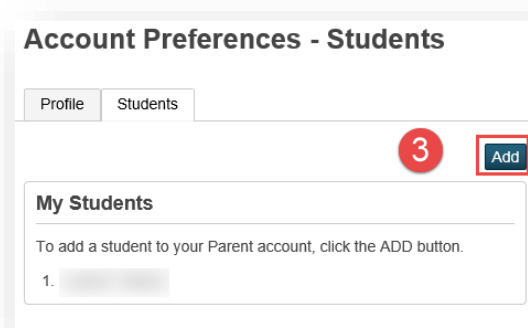
Log into your Public Portal Account.

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

2. Select the Students tab.

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

Relationship ⑥ — Choose ⑦

Cancel OK