

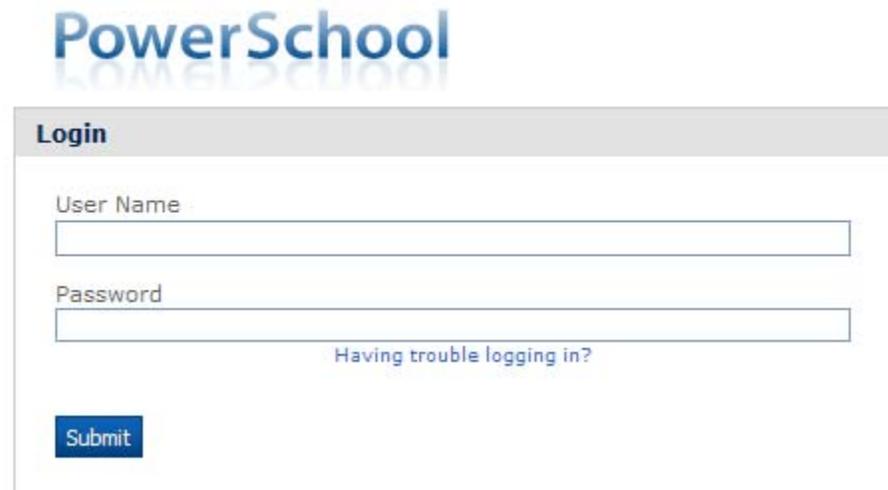
PowerSchool Website Overview

Welcome to PowerSchool. The website to access PowerSchool Parent Portal is:

<http://powerschool.nlsd.ab.ca/public/>

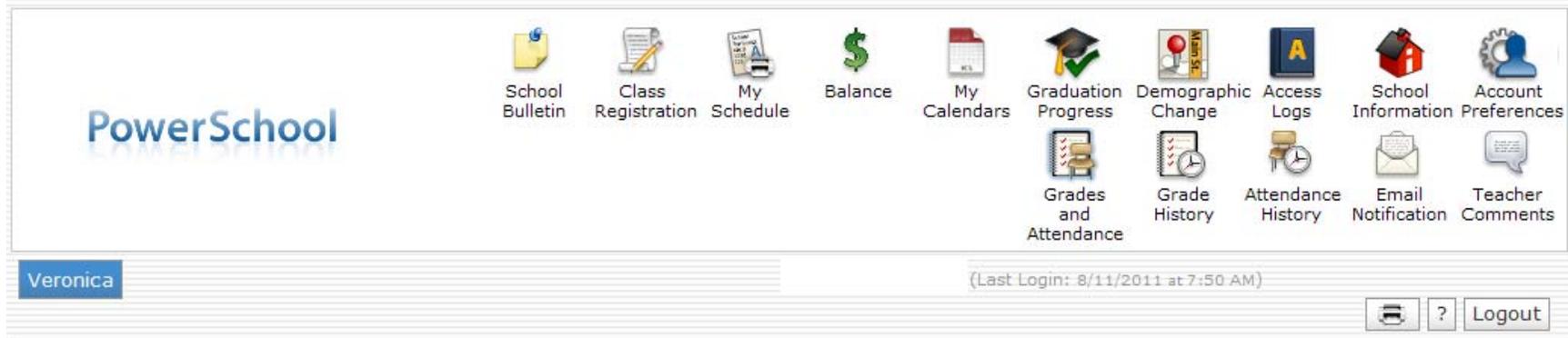
When you visit the website you will be asked for your username and password. Keep your username and password secure. A parent login gives you additional access that your student's login does not grant such as email options. Your students will also have the opportunity to log in to the assignments and grades, but will be given their own usernames and passwords from their school.

Use the letter you will receive from the school to create an account. After you have successfully created your account and added your students, you can log into the Parent Portal.



The image shows the PowerSchool login interface. At the top, the 'PowerSchool' logo is displayed in blue. Below the logo is a grey header bar with the word 'Login' in white. Underneath the header, there are two input fields: 'User Name' and 'Password'. The 'User Name' field is a simple text box, while the 'Password' field is a text box with a small eye icon to its right. Below the password field is a blue link that says 'Having trouble logging in?'. At the bottom left of the form is a blue 'Submit' button.

This is what you will see when upon entering the PowerSchool website.



Each of these pictures located at the top of the website will bring you to a different page with your student's information. The icons may differ by school. Each icon can be clicked on and will link you to further information. You can return to the first screen at any time by clicking on the blue PowerSchool logo. Following is a brief description of each:

- **Email Notifications**: To sign up for automatic email reports. Select what information you would like to receive, when you want it sent and what email addresses you would like the reports to be sent to. *To email your student's teacher, simply click on their name (in blue) on any of the screens.*
- **Teacher Comments**: Comments that have been given by your student's teacher. Comments are separated by each subject that your student has. These are not report card comments.
- **School Bulletin**: School announcements will be posted here such as upcoming events. (Notices will also still be sent home)

- **My Schedule**: Provides a matrix view of your student's schedule.
- **Balance**: Your fee balance. Please note: not all schools are using the Fee component in PowerSchool for the collection of school, student or course fees.
- **My Calendars**: Optional by school.
- **Graduation Progress**: This area will be developed later in the year to allow students/parents to track their students' progress in attaining an Alberta School diploma.
- **Demographic Change**: Keep your child's demographic information up to date by sending any changes in address and phone numbers to the school Student Information System by entering the information in this area and submitting.
- **Access Logs**: shows any time a student or parent has logged into PowerSchool Parent Portal.
- **School Information**: This area contains information and contacts for your student's school.
- **Account Preferences**: This area allows the parent to change their username and password.
- **Grades and Attendance**: Grades and attendance for the year. Detailed attendance for the last week and current week are shown - by clicking on the total number of absences it will give you a detailed description of each absence (excused, unexcused, AM or PM). By clicking on a current grade you will be connected to any assignments, tests etc. that are included in that grade.

- **Grade History**: Final grades for previous marking periods. By clicking on the final grade you will see any assignments, tests etc. that made up that grade.
- **Attendance History**: The attendance codes marked for the current marking period.
- **Class registration**: Icon not shown - used in the spring by some high schools for next-year requests.

Each page that you visit can be printed by clicking on the **Print Page** icon in the lower right-hand corner of each screen. This will bring you to a printer-friendly page with a little description of the information on that page.

If you forget your username / password or would like to change your username / password you can call your school office or Joanne in the Bonnyville Division Office (780-826-3145) or email powerschool@nlsd.ab.ca. You can also use this email for any questions you may have regarding PowerSchool.

If you have any further questions about PowerSchool please feel free to call Joanne in the Northern Lights School Division office at (780) 826-3145, ext 136 or by email powerschool@nlsd.ab.ca