

## Parent Guide to setting up an account in PowerSchool Parent Portal

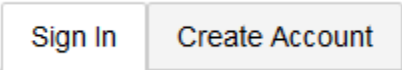
PowerSchool offers a Parent Single Sign-On to the Parent Portal where parents can have access to all of their children's information in one place in one account. This is also where we will place forms like the registration forms, SIS Demographic update and other forms that you can access to complete and return to the school via the internet.

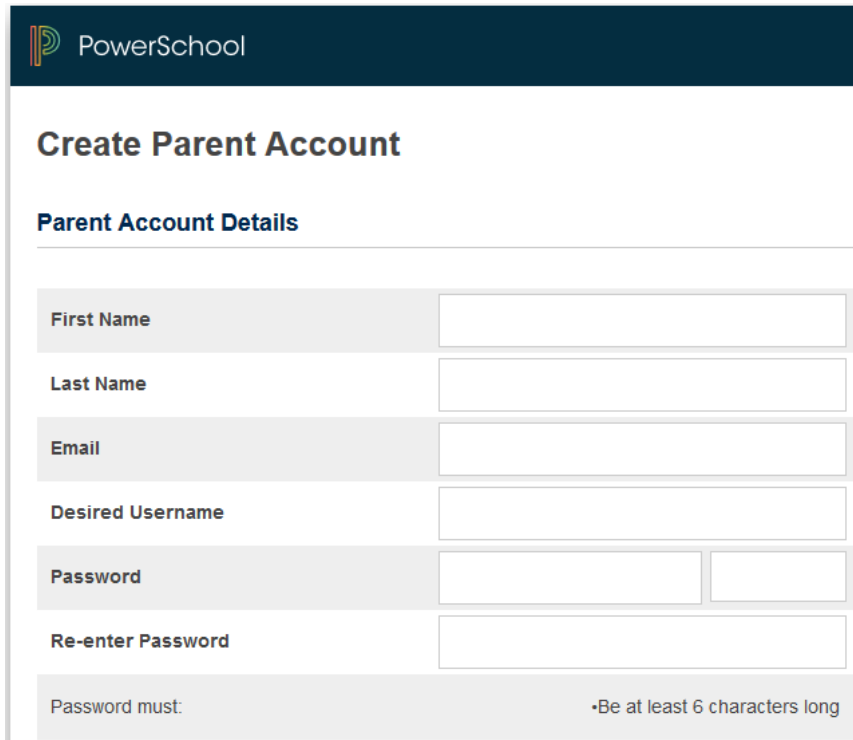
To get started, you must create your PowerSchool account and attach students to your account. You will receive a letter from your child's school with your **Access ID** and **Access Password** for each child. You will need this letter to create your account.


**Please note: Your PowerSchool Parent Portal account MUST be created by using the PowerSchool Parent Portal in a Web Browser. It cannot be created in the PowerSchool app.**

Logon to the PowerSchool Parent Portal: <https://powerschool.nlsd.ab.ca/public/>

You will first need to create your account.

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- Click on the Create Account Tab
  - Click on **Create Account**
  - Enter your First Name, Last Name and your Email Address
  - Create a Desired Username and Password.
  - Re-enter your Password. (Password must be at least 6 characters long)



 PowerSchool

### Create Parent Account

**Parent Account Details**

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Desired Username	<input type="text"/>	
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	

Password must: •Be at least 6 characters long

Now you will link your students to your account:

- Enter the **PARENT** Access ID, Access Password and Relationship for each student you wish to add to your Parent Account. You will get this information from the letter that you will receive from your school.

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

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

- If you have another student to add, you must get the letter from the school for the other student as well because the PARENT Access ID and Access Password is different with each child.

Enter any additional students and then click  at the bottom of the page.

After you have selected ENTER, you are now ready to access the Parent Portal with your Username and Password that you created above.

Go to the Parent Portal <https://powerschool.nlsd.ab.ca/public/>










- Enter your new username and password
- Click Sign In

You will then see a number of menu items on the left hand side.

One of the menu items will be SCHOOLENGAGE. SchoolEngage is where you will be able to access demographic update forms, registration forms and any other type of form that we will make available to parents for submission back to the school.

**Note:** Each parent has to setup their own Single Sign on using the same Parent Access ID and Access Password.

Once you have created your account in the Parent Portal, when you successfully login, you will see the Navigation menu on the left hand side like this:

<p>ASN: <b>1234567879</b></p> <p><b>Navigation</b></p> <ul style="list-style-type: none"><li> Grades and Attendance</li><li> Grade History</li><li> Attendance History</li><li> Teacher Comments</li><li> School Bulletin</li><li> Class Registration</li><li> My Schedule</li><li> School Information</li><li> SchoolEngage</li></ul>	<p>Important information to know about this Navigation Menu</p> <ul style="list-style-type: none"><li>• After a student is added to the Parent Portal, the ASN number for the student will show above the Navigation menu. The name of the student will appear with the ASN number. Each student added will appear here with the ASN number which is required for <b>SchoolCash</b>.</li><li>• SchoolEngage is available in the Navigation menu. SchoolEngage is where a parent will go to submit any forms such as Re-Enrollment, Demographic Update or consent forms.</li></ul> <p>A complete handout is available on the NLSD website under Documents – Parents – Resources that explains the rest of the functionality of the Parent Portal. This handout is called <b>Parent Guide to Parent Portal</b>.</p>
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