

Creating your PowerSchool Parent Portal Account:

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter from your child's school with your child(ren)'s **Access ID and Access Password**. These values are needed to attach a student to your account.

*If you do not have this information or have questions, please contact the school office.

Process Steps:

Use PowerSchool Parent Portal anywhere you have access to the Internet.

- Launch a web browser and go to PowerSchool Parent Portal URL:
<https://powerschool.cesd73.ca/public/>
- You can also access PowerSchool Parent Portal by going to the Chinook's Edge Website <http://www.cesd73.ca>
Quick Links> Parents/Students > PowerSchool



- If this is your first time to this screen you must click **Create Account** to set up your account and get started.

The image shows the 'Student and Parent Sign In' page. At the top, there is a 'PowerSchool' logo. Below the logo, the page title is 'Student and Parent Sign In'. There are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a red box. Below the buttons, there are input fields for 'Username' and 'Password'. At the bottom, there is a link for 'Forgot Username or Password?' and a 'Sign In' button.

NOTE: If you have already created an account enter your username and password and click

Sign In

CREATING AN ACCOUNT

Creating an account requires **2 steps**: creating the actual account and linking student to the account.

1. **Create Parent Account**

Enter the following:

- First Name
- Last Name
- Email
- Desired Username
- Password



2. **Link Students to Account**

Enter the following to make the link:

- Students Name
- (Last, First)
- Access ID
- Access Password
- Your Relationship to student (usually mother/father)



The screenshot shows the PowerSchool interface. The top section is titled 'Create Parent Account' and contains input fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. Below these fields is a note: 'Password must: •Be at least 6 characters long'. The bottom section is titled 'Link Students to Account' and contains a table with columns for Student Name, Access ID, Access Password, and Relationship. The table has 7 rows, each with input fields for the first three columns and a dropdown menu for the Relationship column. An 'Enter' button is located at the bottom right of the table.

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	— Choose <input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	— Choose <input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	— Choose <input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	— Choose <input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	— Choose <input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	— Choose <input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	— Choose <input type="text"/>

Once all information is complete click on



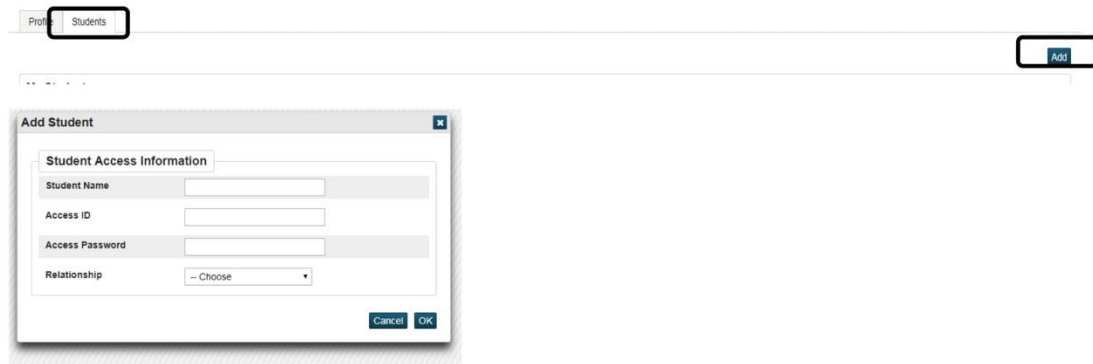
Once your account is successfully created you can now use the username and password you entered in the previous step to login to the parent portal.

ADD Students to existing Account

All students attending CESD73 schools can be linked to the same account.

Sign in to existing account. Select Students tab under Account Preferences and Add.

Account Preferences - Students



Use the information provided by the school specific to this student.

Student Names will appear in the top left corner. You can move back and forth between students.



Tips: Everything that is Blue in Parent Portal is clickable, this will take you into detailed information.

Information Inside the Parent Portal

Navigation Bar:

The navigation bar appears at the top of the PowerSchool Parent Portal start page.
If you have more than one student on this account select students name in top left hand corner.

PowerSchool Logo – Click to return to the start page

Sign Out – Click to log out of PowerSchool Parent Portal.

The screenshot shows the PowerSchool Parent Portal interface. At the top left is the PowerSchool logo. At the top right, it says 'Welcome, Karen Beuker' and 'Help Sign Out'. The main content area is titled 'Grades and Attendance: Standards, Test'. Below this, there's a section for 'ASIN:' and 'Grades and Attendance | Standards Grades'. A table displays student attendance and grades. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', and 'Attendance By Class' (Q1, T1, Q2, S1, T2, Q3, Q4, T3, S2), 'Absences', and 'Tardies'. The table lists various courses like HR1(A), HR2(A), LA(A), SS(A), PE(A), MU(A), OPT(A), ART(A), and COM(A) with their respective attendance and tardy counts.

The navigation sidebar contains the following items from top to bottom: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, School Information, Account Preferences, and Report Card View.

Grades and Attendance- View Students current grades and attendance.

Grade History - View Students Grades for a previous Term. Starts at Grade 9.

Attendance History – View Students attendance history for previous terms.

Email Notification – Click to set the email notifications for Attendance/Marks/ School Announcements. Note this does not replace the school messenger emails and announcements.

Teacher Comments- Select proper term and view teachers comments.

School Bulletin – View Daily School Announcements. Some schools do not use this feature.

Class Registration – View and select next year's courses. Only applicable to Grade 9 – 12.

Balance - This will take you to Online Fee Management System (Quick Pay). Must create account through Quick Pay.

My Calendars - NA

School Information – School Address, Email, Phone Number

Account Preferences- Update your username, change your password and add and delete students

COMING SOON - SCHOOL ENGAGE FOR ONLINE DEMOGRAPHIC AND REGISTRATION FORMS