PowerSchool   Parent Portal-Quick Start

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.

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.

PowerSchool

Create Parent Account

1. **Create Parent Account**
   Enter the following:

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

Create Parent Account

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

Password must:

• Be at least 6 characters long

Link Students to Account

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

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)

	Student Name	Access ID	Access Password	Relationship
1.				– Choose
2.				– Choose
3.				– Choose
4.				– Choose
5.				– Choose
6.				– Choose
7.				– Choose

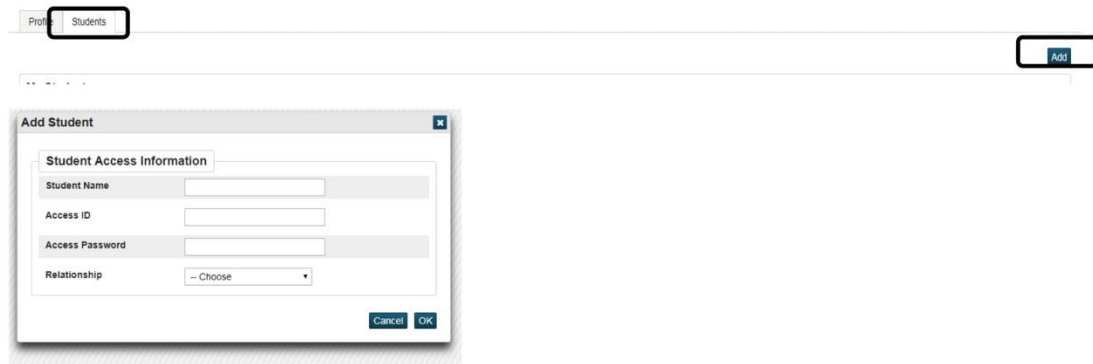Enter

Once all information is complete click on   enter

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

Profile | Students

Add

Add Student

Student Access Information

Student Name	
Access ID	
Access Password	
Relationship	-- Choose ▼

Cancel | OK

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.

Test | Fake

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.

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