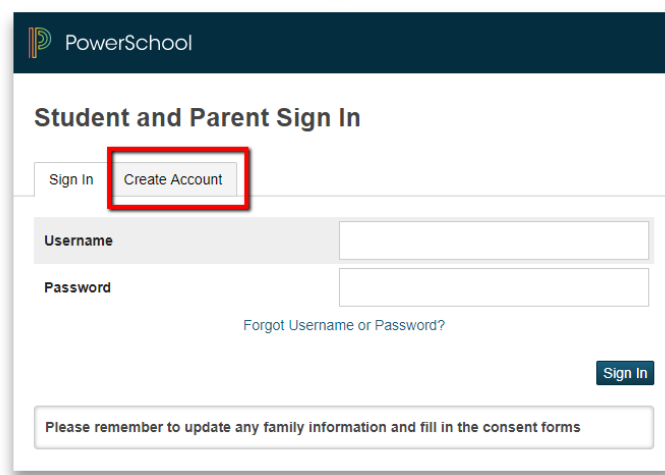


# Creating a PowerSchool Parent Portal Account

Before you begin, you will need to have the **Access ID** and **Access Password** for each of the children that you would like to add to your account. The **Access ID** and **Access Password** are used for account creation purposes only.

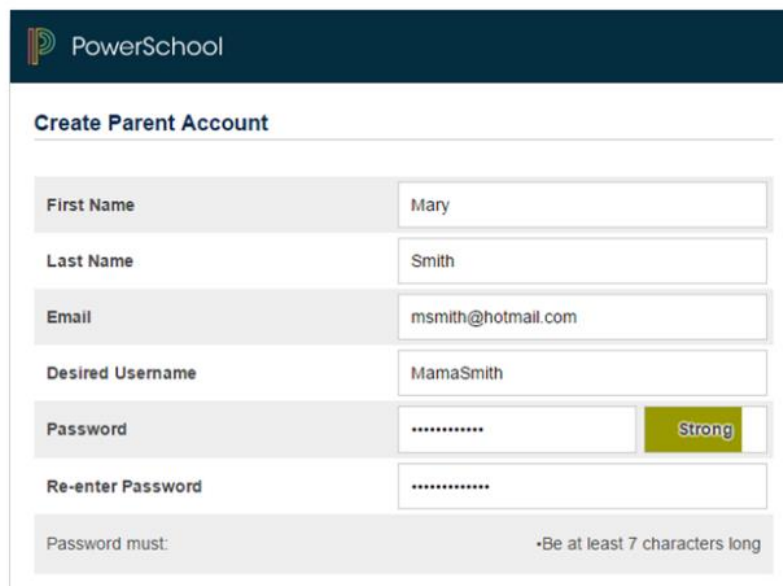
If you did not receive a letter from the school, you can contact the school office, and they will send you an email with the information. Alternately, you can email [divisionoffice@psd.ca](mailto:divisionoffice@psd.ca) with the student's name(s) and school(s). The information will be confirmed and you will receive an email.

1. Go to <https://powerschool.psd.ca/public/>
2. Select **Create Account**



The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a red rectangular box. Below the buttons are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right. At the bottom, there is a note: "Please remember to update any family information and fill in the consent forms".

3. Enter your information in the provided fields. Your username and password must **NOT** contain any spaces or special characters (i.e. use numbers and letters **ONLY**).



The screenshot shows the "Create Parent Account" page. It features several input fields with the following example data: "First Name" (Mary), "Last Name" (Smith), "Email" (msmith@hotmail.com), "Desired Username" (MamaSmith), "Password" (masked with dots), and "Re-enter Password" (masked with dots). A green "Strong" indicator is visible next to the password field. At the bottom, there is a note: "Password must: •Be at least 7 characters long".

4. Add each child, their **Access ID** and **Access Password**, and your relationship to them.

### Link Students to Account

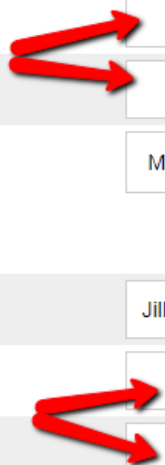
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

**1**

Student Name	John Smith
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	Mother ▼

**2**

Student Name	Jill Smith
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	Mother ▼



5. If you need to add additional students once you have created your account, log in to PowerSchool and select **Account Preferences**, choose the **Students** tab and click the **Add** button.

For more information or assistance, please contact your school or email [divisionoffice@psd.ca](mailto:divisionoffice@psd.ca).

