Parent View - Create Account and Log in

Audience: Parents and Guardians

Step 1  When you click on the Parent View button you will come to this page.
        Student and Parent Sign In
        If you have not yet created an account, you must click on Create Account

If you have not yet created a PowerSchool account, click here first to create a PowerSchool account
Step 2 On this page, you must click on Create Account.

Step 3 On this page, you create your Parent Account and Link your Students to your Account

Create Parent Account
Fill in all the fields with your parent information. This does not need to match what is already in the PowerSchool information. Do NOT have any spaces within the Username. For Example: Not-Papa Smurf; Okay-PapaSmurf

Link Students to Account
This page allows the parent to link up to 7 students to their Parent Account. For each student ensure that each field is filled.

Student Name: Type in your student’s first name and last name separated by a space.

Access ID: Type in the Access ID of the student. This is the student’s district number, with no leading zeros. The number will be either 6 or 7 numerals in length. This is not their Alberta Student Number.

Access Password: This is a special password for this page. The password is your student’s date of birth (month, date, and year). Use no dashes, commas, spaces or slashes. Also do not use leading zeros for the month or date. For example, the seventh of May 2001 would be 572001.

Relationship: Select your relationship to the student whose information you want to access.

See Following Screen shot
### Create Parent Account

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Papa</td>
<td>Fill these fields with your preferred information for you the parent. It does not need to match exactly what we have in PowerSchool.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Smurf</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:papasmurf@hotmail.com">papasmurf@hotmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Desired Username</td>
<td>PapaSmurf</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td>************</td>
<td>Password must be at least 6 characters long.</td>
</tr>
<tr>
<td>Re-enter Password</td>
<td>************</td>
<td></td>
</tr>
</tbody>
</table>

### 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**: Betty Smurf  
   - **Access ID**: 9999999  
   - **Access Password**: ************  
   - **Relationship**: Father  
   - **Notes**: Student’s first name, a space, and then the last name.  
   - **Notes**: Student’s district number with no leading zeros. (6 or 7 digits)  
   - **Notes**: Student’s Birthday: See instructions above for correct entry  
   - **Notes**: Choose your relationship with the student from the drop down list.

2. **Student Name**: Jonathan Smurf  
   - **Access ID**: QAGAGAG  
   - **Notes**:                                                                      |
Do not forget to **CLICK ENTER at the bottom of the page**

**Step 4** If you have created your log in successfully, you will get this screen below. Use the username and password you just created to sign in. Click **Sign In**

- If you forget the user name or password, use the “**Forget username or password?**” link.
- It will help you recover your password or username by matching it to the email address you provided when you created the account.

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**YOUR ACCOUNT IS NOW CREATED.**

You now have access to your student’s information.
The following pages of this document give a brief overview of what information is available. Each of your students’ names will appear on the top bar across the screen. Once you choose the student use the navigation bar on the left hand side to browse through their information.

1- Grades and Attendance is the first screen you will see.

1 Click to your change to other student

2 Click here to see Grades and Attendance

Click the blue links to see further details marks (3) for the each term (T1, T2 or T3) on this class’s absences (4) or tardies.

Click here at the bottom of the Absences and Tardies column to see totals for the school year and further details on absences (5) or tardies (6). Note that these numbers will only appear when you roll your mouse over the area.
If you have a student in Kindergarten most marks are in the Standards Grades. Also Grades 1 to 6 Work Habits marks are here. You can click on Standards Grades (1) to see those indicators. You can also click on the blue indicator (2) to see the scale used for the indicators.

2- Grade History (1) to see the indicators from previous progress reports. Different grade levels will appear differently.

Kindergarten does not use this screen.

Below, Buddy Andrew Smurf is an elementary student. His Grades for progress report one (T1) and progress report two (T2) are shown (2). Elementary does not use Cit. This is for Junior High students. Elementary also does not use Hrs. This is for Senior High students.
If you have a Junior High student, Grade History will show you screen as below. Wally Smurf is a Junior High student. His indicators (2) show the percent in each subject under Grade and his citizenship/ work habits indicators under Cit. Hrs refers to credit hours and is only for high school students.

Below, Emily Smurf is a high school student. Her Grade History (1) shows her grades in percent (2) for progress report one from November (R1) and the end of semester one at the end of January (S1). There is no Cit or citizenship /work habit indicator given in high school. The Hrs. indicator shows the credit hours earned when the student completes the course at the end of semester 1 (S1) in January.
3- Attendance History (1) will show the students attendance record for the entire year. It is broken up week by week (9/3-9/7 is for the week of September 3 to September 7). You will have to scroll up and down and side to side to see the entire year. If there is no attendance code, such as NOR (no acceptable reason) or L for (Late), then the student was set as present for that AM, PM or subject period.

### Meeting Attendance History: Smurf, Bob

<table>
<thead>
<tr>
<th>Course</th>
<th>Expression</th>
<th>9/3-9/7</th>
<th>9/10-9/14</th>
<th>9/17-9/21</th>
<th>9/24-9/28</th>
<th>9/31-10/5</th>
<th>10/8-10/12</th>
<th>10/15-10/19</th>
<th>10/22-10/26</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-EL Attendance</td>
<td>AM(1-6)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>NOR</td>
<td>L</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Perez</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Martinez</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>E1PER14</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>E:03042012</td>
<td>L:36090313</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Language</td>
<td>P2(1)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Ms 1 (Chw)</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Perez</td>
<td>P2(2)</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Martinez</td>
<td>P2(3)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>E1PER14</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E:18002012</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>E-EL Attendance</td>
<td>PM(1-6)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>NOR</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Perez</td>
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</tbody>
</table>

This screen will show the attendance for the entire year.

4- Email Notification (1) will allow you to set when you would like information sent to your email box on a regular basis. After you choose your settings, please click **Submit (2)** to start and save your settings.
5- **Teacher Comments** (1) page shows the comments from the progress reports. Set the progress report comments you want to see in the **Reporting Term** drop down box (2). The **Comment** (3) area will show you the comments.

Note that Kindergarten students only have comments for all subjects presented in the course Religion comment area. Elementary students have comments for each subject. Junior and Senior High does not show comments here. More information on Junior and Senior High school marks is available in D2L (Desire2Learn).

6- **School Bulletin** (1) page will show you the school’s bulletins for that student.

7- **Class Registration** (2) page, as below, will show you the courses a student has requested for next year. This is for Grades 9 to 12 presently and is only available around February to June for the upcoming year.
8- **Account Preferences** (1) page allows you to change the settings for your account to the PowerSchool view. You must click **Save** (4) to keep your changes.

Note that there is only one language available, English (2).

Using the **Edit Buttons** (3), the yellow pencils, you can also change your **Username** and **Current Password**. Be sure to click **Save** (4) your changes.

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**Clicking** on the **Students** tab (1) will show you the student or students in your account.

The **Add** button (2) will let you add other students to your account if you have the name, id and password for that student. **Note that you cannot drop a student from your account without help from the administrator of the view accounts.**
9- Flex Session – This page displays the flex sessions your student may be enrolled into. It also gives your student the opportunity to register in any offered session. This page is generally used only for grades 10 – 12 students.

That is it! We hope this Parent View will bring you useful and timely information to assist your family.