

## Creating your Parent/Guardian Login Account

**Important:** The access ID and password on your child's letter does **NOT** represent the parent/guardian username and password. **Parents/guardians will create their own unique username and password**. The access ID and password simply allow parents to 'link' students to their portal login account - so that you can view their attendance records (and eventually grades, assignments and teacher comments).

Follow these steps to create your login account:

1. Enter the Portal website address into your internet browser (<https://powerschool.phrd.ab.ca/public>

After doing so, you will see this image:



**PowerSchool**

**Login**

User Name

Password

[Having trouble logging in?](#)

**Create an Account**

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

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2. Click on the **Create Account** button.
3. As depicted in the below image, create your parent/guardian account by completing the following fields:
  - i. Enter your first and last name.
  - ii. Enter your email address; this is the email address to which all notices from the school are sent.
  - iii. Enter a user name of your choice, which you will use each time to access the Parent Portal. It is your Username for login to the Parent Portal.
  - iv. Enter a password. As you type your password, PowerSchool determines the strength of the password and you have a visual display of the strength from weak, to better to strong. The stronger the password, the more secure it is. Choose a password that you can remember but that is difficult for others to guess.  
**IMPORTANT!! Your password MUST be at least six (6) characters in length.**

| Create Parent/Guardian Account |                          |
|--------------------------------|--------------------------|
| First Name                     | <input type="text"/>     |
| Last Name                      | <input type="text"/>     |
| Email                          | <input type="text"/>     |
| Desired User Name              | <input type="text"/>     |
| Password                       | <input type="password"/> |
| Re-enter Password              | <input type="password"/> |

4. The next part of the setup process requires you to link your child(ren) to your account (the children you can link to your account may be your own children, foster children or any child under your guardianship):

**Link Students to Account**

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

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

- i. Enter the name of your children you wish to have access to on a separate line.
  - ii. Enter the Access ID for each child, as per the letter from their school.
  - iii. Enter the Access Password for each child, as per the letter from their school.
  - iv. Select, from the list, your relationship to the child (e.g., “Mother, natural/adoptive”)
  - v. Click Enter.
  
5. Once you have created your account (and chosen your own username and password) and linked your child/children to your account, you can now log in to the Parent Portal.

Return to the Parent Portal login page, and using your newly created username/password, enter them into the appropriate fields and click the ‘Submit’ button.

Your username and password will now be used as your login to the Parent Portal from this moment onwards (and there is no need to return to the ‘Create Account’ page again).



**Login**

User Name

Password

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