

# PowerSchool Parent Portal Instructions

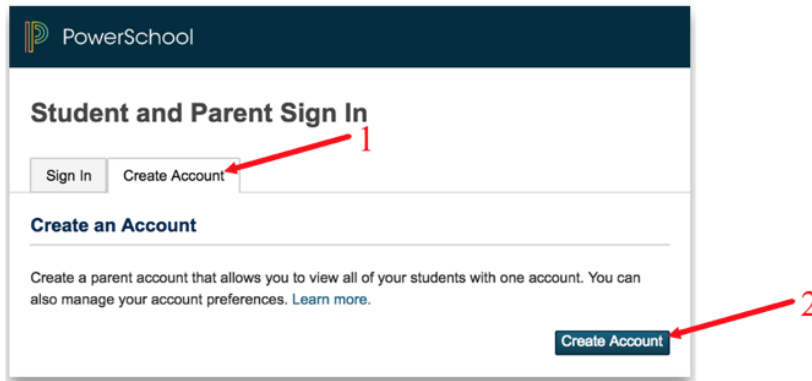
To set up access to the Powerschool Parent Portal, please go to the following website.

Step 1: If you don't know if you have previously set up parent access to Powerschool, please first email our GHP school secretary Mrs. Pokoyoway ([cpokoyoway@gsacrd.ab.ca](mailto:cpokoyoway@gsacrd.ab.ca)) or call the school office at 780-939-3593.

Step 2: Go to our school website and click on the Powerschool button, or go directly to the following website

<https://sis.gsacrd.ab.ca/public/home.html>

Step 3: If you have not previously set up parent access and wish to do so, please click on the white "Create Account" tab (1), then on the blue "Create Account" button (2)



Step 4: Enter the Parent Account Details and set up a Desired Username and Password of your choice.

## Create Parent Account

First Name	<input type="text" value="Parent's first name"/>	
Last Name	<input type="text" value="Parent's last name"/>	
Email	<input type="text" value="Parent's email address"/>	Each parent account must use a unique email address
Desired Username	<input type="text" value="Unique parent username"/>	The username is what you will use to log-in to PowerSchool once you've created an account
Password	<input type="password" value="password"/>	
Re-enter Password	<input type="password" value="password"/>	

Password must:  
•Be at least 6 characters long

Step 5: Enter the “Access ID” and “Access Password” which can be provided to you by Mrs Pokoyoway at our school office.

**Link Students to Account**

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

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▶ Student Name	<input type="text" value="Child's first and last name"/>
▶ Access ID	<input type="text" value="Parent Access ID"/>
▶ Access Password	<input type="text" value="Parent Access Password"/>
Relationship	<input type="text" value="-- Choose"/>

You can find this information on the Parent Portal letter you received from your child's school. **\*ID and password are case-sensitive.**

Please Note: You can link multiple students to one account. You will be provided with a different “Access ID” and “Access Password” for each student. This means that a parent can create their own account and link multiple children to that one account.