# Accessing the PowerSchool Public Portal

## Create an Account on Web Browser

1. Enter the website address into your browser (e.g. Google Chrome, Microsoft Edge, etc.)
2. Click on **Create account** tab. PLEASE NOTE: For your initial login, it is very important to click **Create Account**. *The Student Access ID and Access Password provided to you on the letter from your school is not your Username or Password to log into the Parent Portal.*
3. Click **Create Account** button.
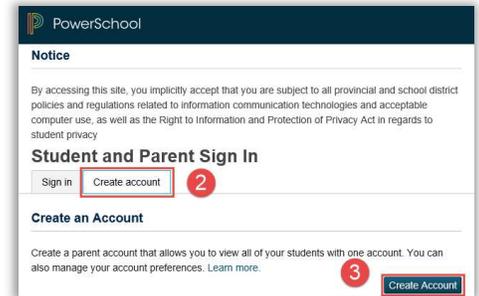
Add your Parent Account Details:
4. Enter your first and last name.
5. Enter a valid email address. This is the email address that all notices from the school are sent. Re-enter the email.
6. Enter a username of your choice. You will use this each time you sign into the Parent Portal.
7. Create a password. Your password must include at least:
   - A minimum of 8 characters
   - 1 upper case letter
   - 1 lower case letter
   - 1 number
   - 1 special character such as ` ~ ! @ # $ % ^ & * ( ) _ - + = { } [ ] \ | : ; " ' < > , . ? /
   Re-enter your password.

## Link Your Child(ren) to Your Parent Account When Setting Up Your Account

You will need to have a Web Access Letter for each child you wish to link.

1. While still on the Create Parent Account Page, under the **Link Students to Account** section, enter the name of your child exactly as it is printed on the letter from the school.
2. Enter the **Student Access ID** and **Access Password** for your child, as per the letter from the school.
3. Select your relationship to the child from the drop-down list.

4. **If you have more than one child, repeat the previous three steps for each one.** When finished, select **Enter** at the bottom of the page.

Once you submit the information, you will return to the sign in page.

## Link Additional Children to Your Account After Your Account has Been Created

The steps described here are for adding more children after your account has been created.

1. Log into your Public Portal Account on the Sign in tab.

2. On the left-hand side of the Public Portal Homepage, click **Account Preferences**.

3. Select the **Students** tab.

4. Click **Add** to enter the information for your additional child.

5. Fill in your child's name exactly as it is on the Web Access letter.
6. Fill in the ID and Password that are provided in the letter.
7. Select your relationship to the child.
8. Click **OK**.

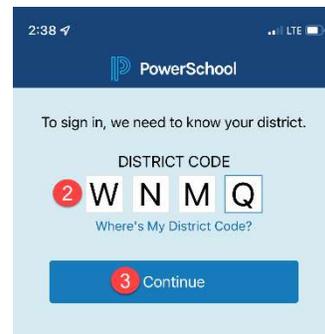**Sign into PowerSchool Using the Mobile App**

1. Download the PowerSchool Mobile app from the Apple store or android store.
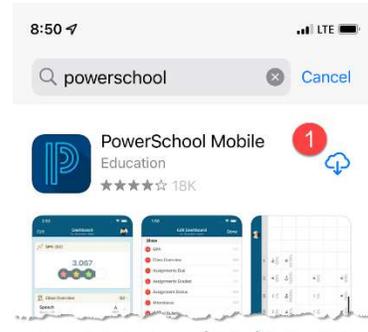
2. Enter your correct DISTRICT CODE.
   - Anglophone East: **CSKH**
   - Anglophone North: **WNMQ**
   - Anglophone South: **DCJH**
   - Anglophone West: **TSSR**
3. Click Continue.

4. Enter your username and password.
5. Click on Go

| Process Name: | Accessing the PowerSchool Public Portal (Information for Parents) |
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