



Nova Scotia Student Information System

Nova Scotia Public Education System

How To Sign Up for the Parent Portal

Quick Reference Guide

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I. THE PARENT PORTAL

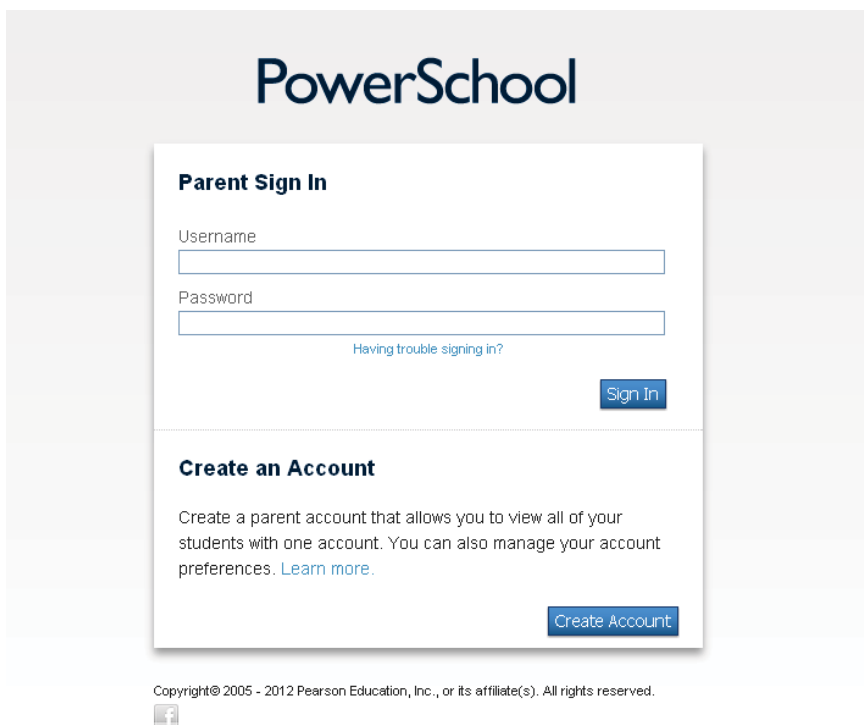
PowerSchool's Parent Portal has single sign-on for parents/guardians, which means you now have your own individual parent/guardian account, including user name and password. Your child's school provides you with a letter (one letter for each of your children) that contains the following information for your child:

1. The Parent Portal website location: < **website address** >
2. The confidential Access ID: <**access ID**>
3. A confidential Access password: <**access password**>

2. CREATE AN ACCOUNT

Follow these steps to create an account for the Parent Portal and link your children to your account.

1. Enter the website address into your browser (e.g., Internet Explorer, Firefox, etc.).
2. Click on **Create Account**.
3. Enter your first and last name.
4. Enter your email address; this is the email address to which all notices from the school are sent.
5. Enter a user name of your choice, which you will use each time to access the Parent Portal. It is your User Name for Login to the Parent Portal
6. 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.



3. LINKING CHILDREN TO YOUR ACCOUNT

The children you can link to your account may be your own children, foster children or any child under your guardianship.

- Enter the name of your children you wish to have access to, each on a separate line.
- Enter the **Access ID** for each child, as per the letter from their school.

- Enter the **Access Password** for each child, as per the letter from their school.
- Select, from the list, your relationship to the child (e.g., “Mother, natural/adoptive”).
- Click **Enter**.

Any parent or guardian who receives a letter from the school may choose to set up their own account to monitor their children’s attendance and progress.

PowerSchool

Create Parent Account

First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="jsmith@gmail.com"/>
Desired Username	<input type="text" value="JS"/>
Password	<input type="password" value="....."/>
Re-enter Password	<input type="password" value="....."/>

Strong

Password must:
•Be at least 6 characters long

Link Students to Account

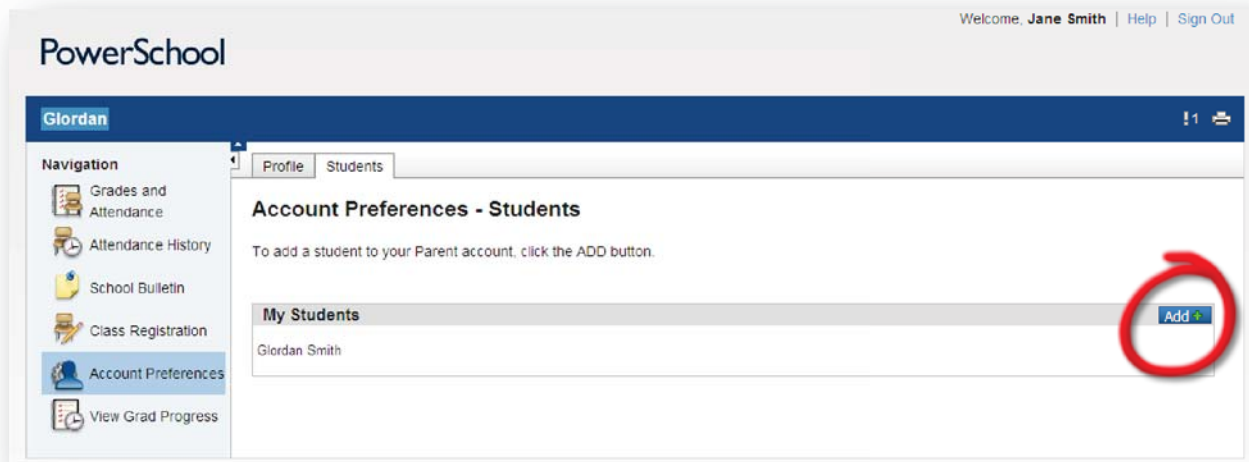
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. <input type="text" value="Hallie Smith"/>	<input type="text" value="Smith123"/>	<input type="password" value="....."/>	<input type="text" value="Mother"/>

4. ADDING A STUDENT TO AN EXISTING ACCOUNT

Once your account is set up and your children linked, you may add additional students to your account, please follow the steps below. You will require the additional student's Access ID and Access Password from the school before you proceed.

1. Log into your account.
2. From the menu items on the left, select **Account Preferences**.
3. Select the **Students** tab.



4. Click on the **Add** button.
5. In the next screen add the **Student's name**, the student **Access ID** and **Access Password**, select the **Relationship** of you to the student.
6. Click **Submit**. Repeat if adding more than one additional student.

