

# Creating a PowerSchool Parent Portal Account

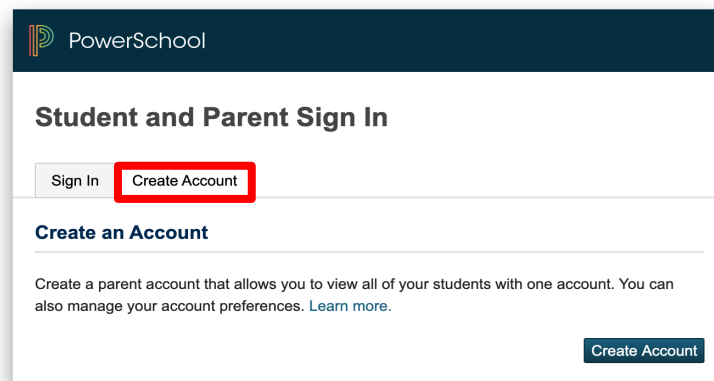
Welcome to Greater St. Albert Catholic Schools' PowerSchool Parent Portal. This secure website allows parent to access their child's attendance, marks, schedules, and school information.

If you already have a parent portal account, there is no need to create a new account just add students to your existing parent portal account by selecting Account Preferences, **Students tab** and click the **Add button**.

To create a new parent portal account, you will need the Access ID and Access Password provided by your child's school. If you have not received this information, please contact the school office.

1. Please go to <https://gsacrd.powerschool.com/public/home.html>

2. Select the **Create Account** tab:



3. Enter your information in the provided fields.

A screenshot of the PowerSchool "Create Parent Account" form. The form has a dark blue header with the PowerSchool logo. Below the header, there is a section titled "Create Parent Account" with several input fields: "First Name" (Mary), "Last Name" (Smith), "Email" (msmith@hotmail.com), "Desired Username" (MamaSmith), "Password" (masked with dots), and "Re-enter Password" (masked with dots). A "Strong" indicator is shown next to the password field. At the bottom, there is a note: "Password must: -Be at least 7 characters long".

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4. Add each child, then the Parent Access ID and Parent Access Password, and your relationship to them. You can find this information on the Parent Portal letter you should have received from your child's school. \*ID and Password are case-sensitive.

## 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	John Smith
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	Mother

2

Student Name	Jill Smith
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	Mother

5. You should then receive a message your account has been created:



PowerSchool

### Student and Parent Sign In

Sign In Create Account

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Username	<input type="text"/>
Password	<input type="password"/>

[Forgot Username or Password?](#)

Sign In

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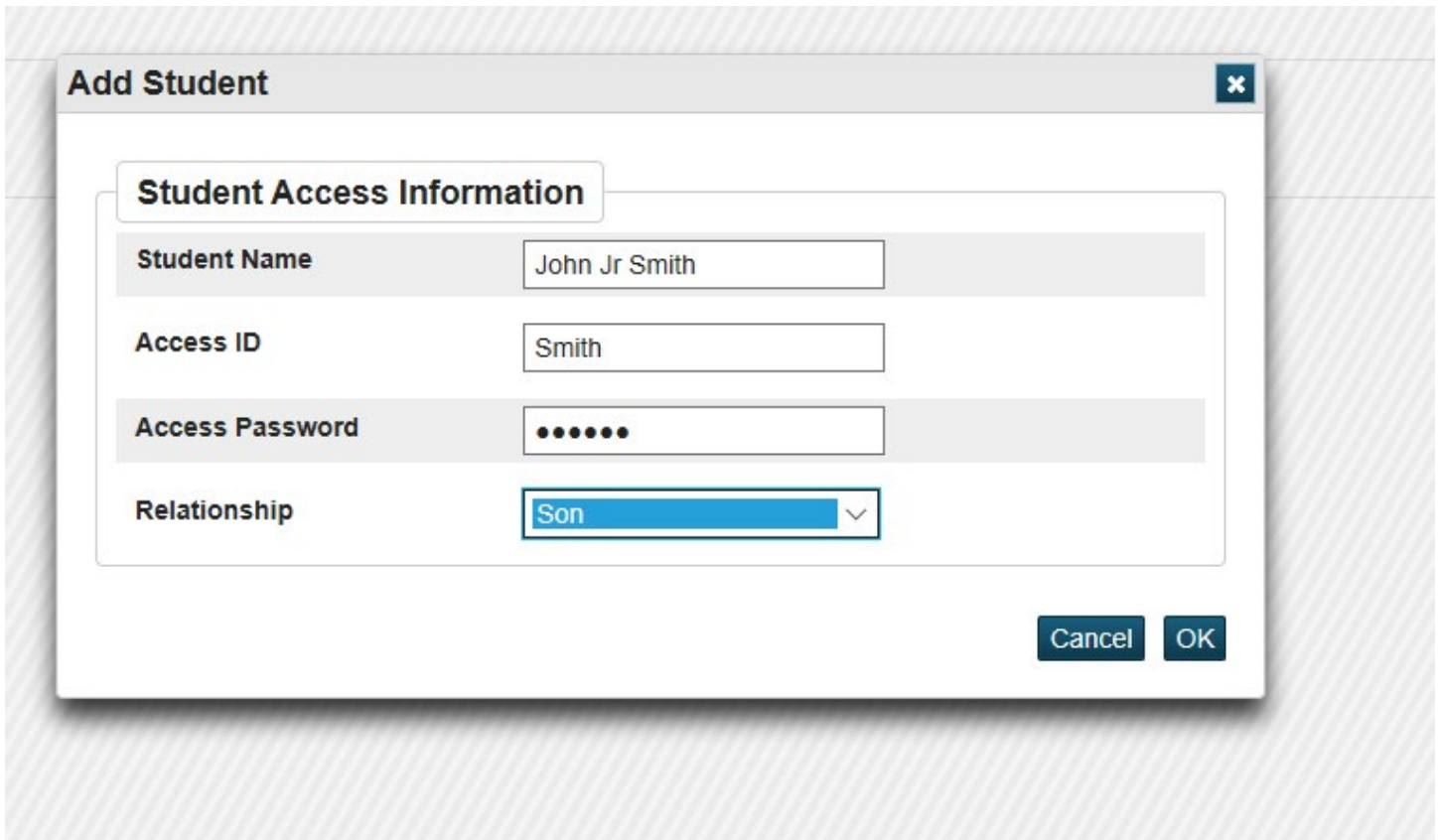
6. Sign In using your Username and Password you have indicated to create the account
7. To sign up for Email Notifications please click on the Email Notification ICON



8. To add another child to your Parent account, please select the Account Preferences Icon



On the top right you will see the Add button - Add students by entering their Access ID and Access Password provided by your child's school.

A dialog box titled "Add Student" with a close button (X) in the top right corner. The dialog contains a section titled "Student Access Information" with four input fields: "Student Name" (containing "John Jr Smith"), "Access ID" (containing "Smith"), "Access Password" (containing seven dots), and "Relationship" (a dropdown menu with "Son" selected). At the bottom right of the dialog are "Cancel" and "OK" buttons.

Press OK and your PowerSchool Parent Portal Account is set up!