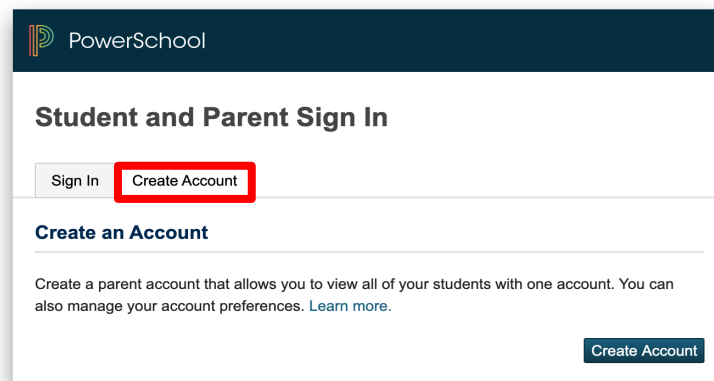# Creating a PowerSchool Parent Portal Account

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.

Creating a PowerSchool Parent Portal Account

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	
Access Password	
Relationship	Mother ▾

2	
Student Name	Jill Smith
Access ID	
Access Password	
Relationship	Mother ▾

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

Greater St. Albert Catholic Schools

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

Password

Forgot Username or Password?

Sign In

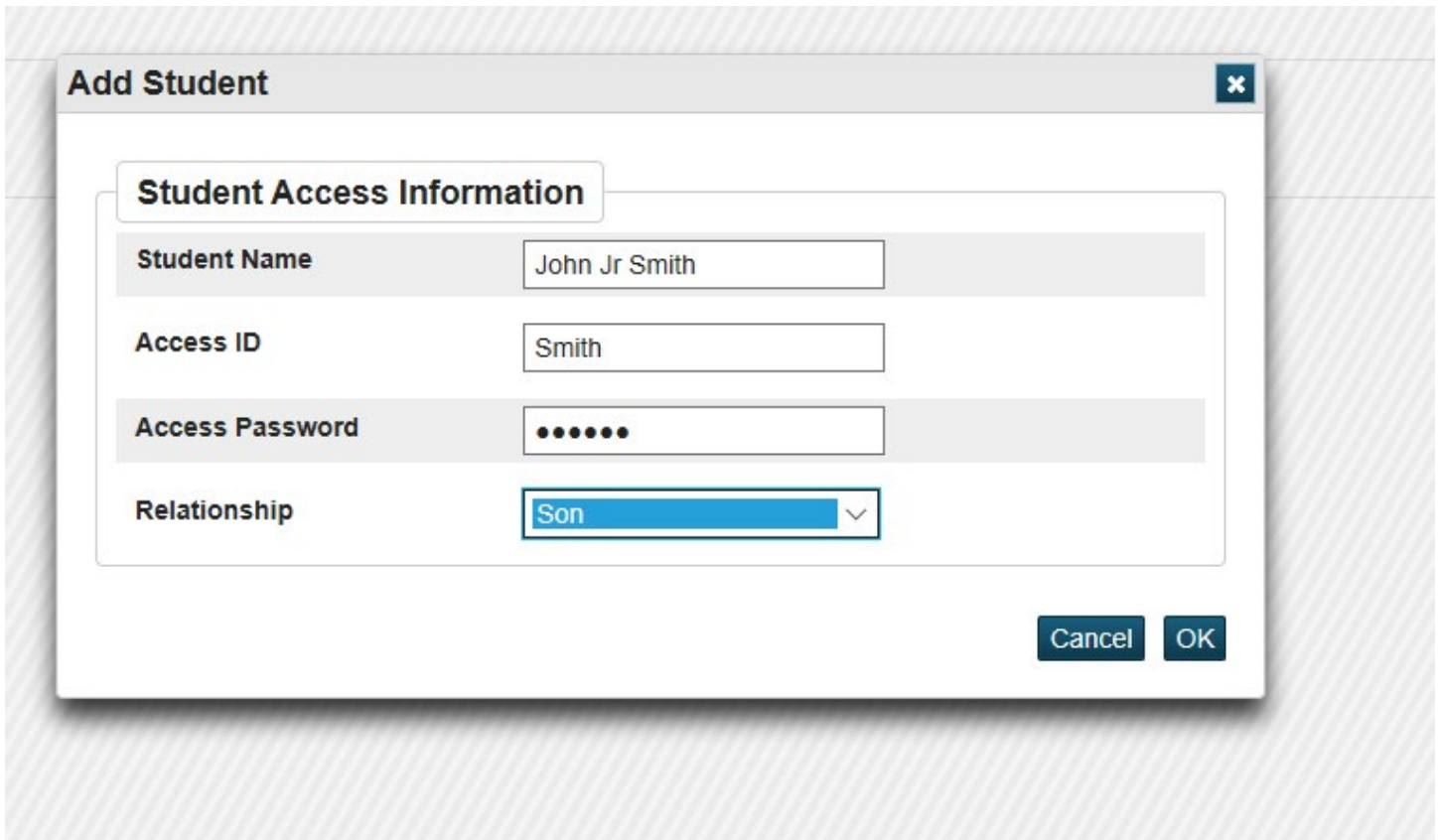# Creating a PowerSchool Parent Portal Account

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

   Then Click on the Students tab

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.

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