

# ***Understanding PowerSchool Parent Portal with Single Sign-On***

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*The Power of the application comes from understanding what it can do and how it can help you participate in your child's education.*

## **Introduction**

PowerSchools Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students. In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending a school within Chinook's Edge. This year we are introducing the new Parent Single Sign-On feature of the application. Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information

## **Let's Get Started**

To get started, you must create your PowerSchool account and attach students.

### **Creating Your PowerSchool Parent Portal Account**

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter from the school with your students Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact the school office.

***NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.***

## PROCESS STEPS

Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL:

- <http://powerschool.chinooksedge.ab.ca>  
(**NO www at the beginning**)

If this is your first time to this screen you must click

Create Account

to setup your account and get started.

If you have already created an account enter your user name and password and click

Submit

## SCREEN SHOTS

# PowerSchool

### Login

User Name

Password

Having trouble logging in?

Submit

### Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

Create Account

PEARSON

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Creating an account requires 2 steps: creating the actual account and linking student to the account.

### Create Account

Enter the following:

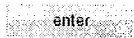
- First Name
- Last Name
- Unique Email account
- Unique login name
- Password

### Link Students

You must know the students access ID and access Password to link them. Enter the following to make the link:

- Students name
- Access ID
- Access Password
- Your relationship

Once all information is entered click on



When your account is successfully created you will see this page. Use the user name and password you entered in the previous step to login to the parent portal.

The image shows two screenshots of the PowerSchool website. The top screenshot is the 'Create Parent/Guardian Account' page. It has a title 'PowerSchool' and a sub-header 'Create Parent/Guardian Account'. Below this are several form fields: 'First Name' (Barb), 'Last Name' (Johnson), 'Email' (barb123@yahoo.com), 'Desired User Name' (bjohnson), 'Password' (masked with asterisks), and 'Re-enter Password' (masked with asterisks). There is a 'Strong' indicator for the password. Below the password fields is a section titled 'Link Students to Account' with a sub-header 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account'. This section contains a table with columns for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The first row is filled with 'Sue Johnson', 'sjohn', and '\*\*\*\*\*'. The 'Relationship' column has a dropdown menu with 'Mother, natural/adoptive' selected and 'Choose' as an option. There are empty rows for students 2 through 7. At the bottom right of this section is an 'enter' button. Below the table is the Pearson logo and copyright information: 'PEARSON Copyright © 2005 - 2009 Pearson Education, Inc. All rights reserved. www.PearsonSchoolSystems.com'. The bottom screenshot is the 'Login' page. It has a title 'PowerSchool' and a message: 'Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.' Below the message is a 'Login' section with a 'User Name' field and a 'Password' field. There is a 'Having trouble logging in?' link and a 'Submit' button. At the bottom is the Pearson logo and copyright information: 'PEARSON Copyright © 2005 - 2009 Pearson Education, Inc. All rights reserved. www.PearsonSchoolSystems.com'.