



How to Sign Up for Parent Portal

PowerSchool, our Student Information System, has a Parent Portal that allows parents/guardians to access their child’s student information from one site. This includes grades and attendance, as well as school fees. It also provides the ability for parents to modify their contact and emergency information or opt out of certain school communications.

The school will provide you with a letter (one letter for each of your children) that contains the following information:

1. The PowerSchool Parent Portal website address: <http://powerschool.crps.ca>
2. Your **confidential** Web Access ID, required to create your account.
3. A **confidential** Access Password, also required to create your account.

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., Chrome, 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.

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.

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="jsmith"/>
Password	<input type="password" value="●●●●●●●●"/> 
Re-enter Password	<input type="password" value="●●●●●●●●"/>

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 (Surname, First Name), 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")

Click **Enter**.

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="Smith, Jeffery"/>	<input type="text" value="Smith578"/>	<input type="password" value="••••"/>	<input type="text" value="Mother"/> ▼
2.	<input type="text" value="Smith, Rachel"/>	<input type="text" value="Smith326"/>	<input type="password" value="••••"/>	<input type="text" value="Mother"/> ▼

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.

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.