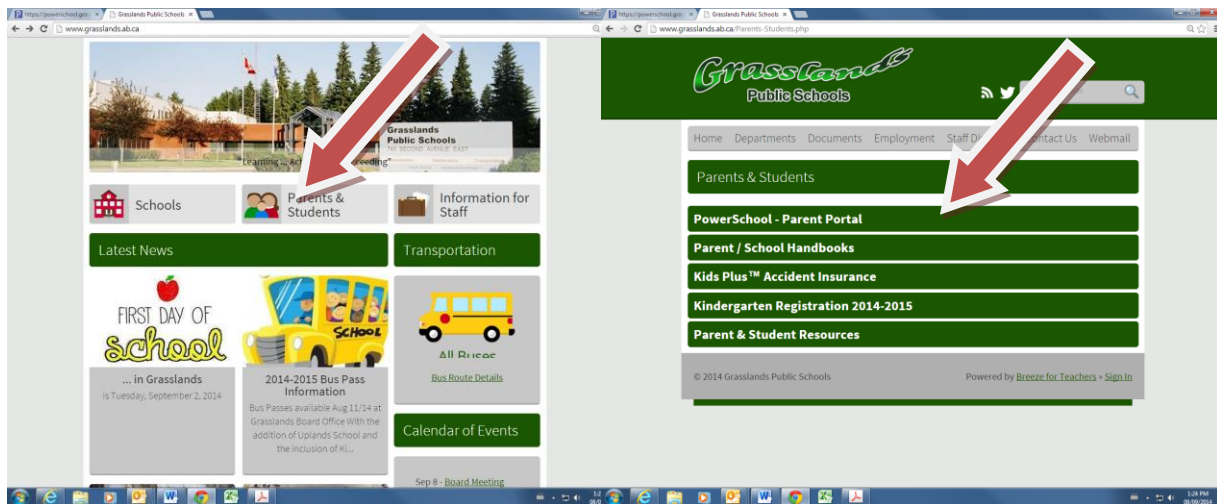


## Instructions on how to log on to the parent portal access

This online service will allow parents to monitor their son/daughters academic progress in classes as well as school attendance. To access the portal, please follow the instructions below. If you have any issues please contact the school – Mrs. Suik or Mr. Rodgers.

Here are some instructions about how to access the **parent portal**.

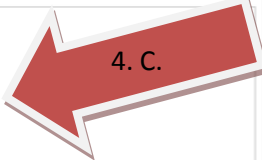
1. Log on to the Grasslands School website.
  - a. It might be appropriate to Google search Grasslands School District to get to the Grasslands home page. Otherwise, the internet address is <http://www.grasslands.ab.ca>
2. At the top of the webpage, click onto the **Parents & Students** link
3. On the next page click on the link called **Parent Portal**



You will be redirected to the PowerSchool Parent Sign in page where you will need to click on - **CREATE an account**.

4. When the dialogue box appears, you can complete the rest of the process.
  - a. Please enter your personal information including the e-mail address to which you want updates sent
  - b. The email address you provide will be the primary contact through the parent portal.
  - c. **Create your own username and password to use when accessing the Parent Portal. THIS IS NOT THE INFORMATION PROVIDED IN THE ATTACHED LETTER, CREATE YOUR OWN. Please remember this password.**
  - d. In the Dialogue box, please enter your son or daughter's name
  - e. **On the letter that accompanies these instructions near the middle of the page you will find an ACCESS ID and an ACCESS PASSWORD that has already been generated for you in the attached letter. Please enter that information in the appropriate boxes**
  - f. **Choose the relationship from the drop-down menu and press Enter at the bottom of the page.**

### Create Parent Account


First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Desired Username	<input type="text"/>	
Password	<input type="password"/>	
Re-enter Password	<input type="password"/>	

New 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 link to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>



5. You are now able to access your son/daughters marks and attendance. Please go to the drop down menu at the middle of the page and choose the frequency of updates that you will receive by e-mail.