

# St. James-Assiniboia School Division PowerSchool Portal

The PowerSchool Portal provides parents access to school announcements, real-time attendance information and, most importantly, student grades. Parents can log into a secure and private web portal where they can view detailed assessment reports of their child's progress in all of their classes. Parents will also have the option of having attendance and/or grade reports automatically emailed to them at regular intervals to keep them informed throughout the year.

#### **Creating a Parent Portal Account**

In order to access your child's attendance and assessment information in the portal, you will require a portal account. If you already have an account in the system, you can simply add additional students to your existing account using the access information provided below. (Access your Account Preferences to add your child to your existing portal account.) Otherwise, you will first need to create an account on the system.

In order to access your child's assessment and attendance information in PowerSchool using your portal account, you will need to have their unique access ID and access password as provided by the school office. If you are in need of this information, please contact the school secretary.

Point your web browser (Internet Explorer, Firefox, Safari) to http://ps.sjsd.net

Click the Create Account button to begin the process.

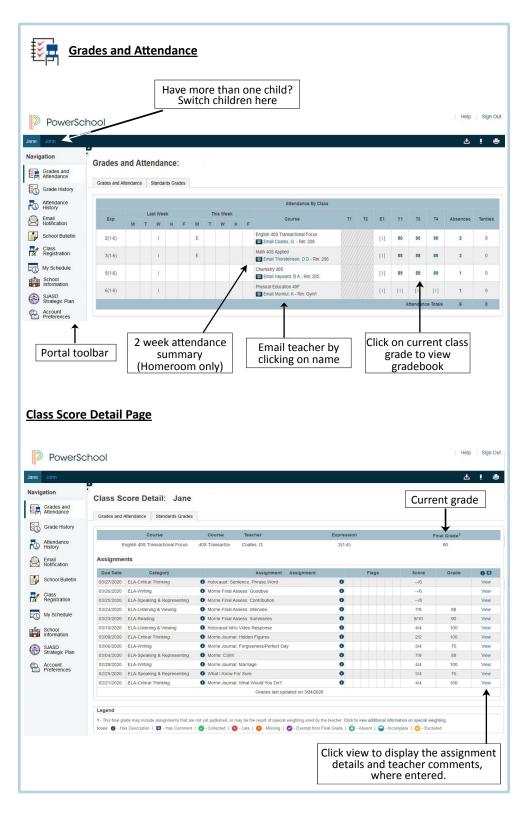
Enter your first and last name and your email address.

Create a user name and password that you will use to log into the portal.

Enter your child's name, access ID, access password as provided by the school.

If you have more than one child in St. James-Assiniboia schools, you will only need the one portal account as a parent. With that one account, you are able to view information for each of your children, once you have entered each of their unique access codes into your Account Preferences page.

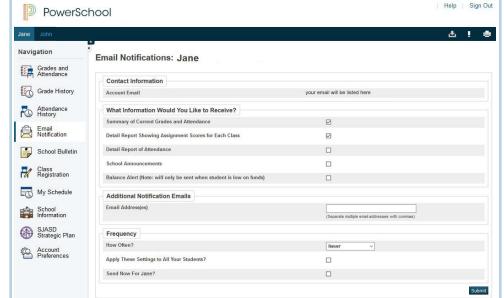
Your child can also log into the portal and access the same information you will see as a parent. The school will provide this information to your child at the start of the school year.





## **Email Notifications Page**

The Email Notifications page allows you to request attendance and gradebook updates to be emailed to you automatically from PowerSchool.

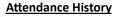


### Other Portal Toolbar Icons



**Grade History** 

Allows you to view Term and Semester grades as reported on Division report cards.





Attendance

Displays information about your child's attendance record for the current term.

# **School Bulletin**



School Bulletin

Your school office will regularly post daily announcements in the School Bulletin section of the portal for parents and students.

# **Class Registration**



Class Registration Class registration will be used to have students register for their next year courses.

## **Account Preferences**



Account Preferences Allows you to manage your portal account. You can change your email address, password and add other children to your portal account as necessary.





# How often can I expect my child's teachers to update the information in the portal?

Teachers have been asked to update their gradebooks at least once every 2 weeks.

## Who can see my child's information?

Only you and your child! Not only does the portal run over a secure web connection, the only way to connect a child's information to a portal user account is with the child's access code and password.

## Help! I have forgotten my password. Who do I call?

The PowerSchool Portal has a self-service password retrieval system. Provided you have entered your email address correctly when you created the account, PowerSchool can send you an email to reset your password. If you are still having troubles, contact your school secretary.

## I have some concerns about my child's recent marks. I need to speak with the teacher.

Your child's teacher is always more than willing to discuss your child's progress with you. However, the portal also provides an opportunity for parents to first have a discussion with their child about their recent achievement.

### I don't have internet access at home. How can I get this information?

Regular report cards will still be issued as in the past. Additionally, you can always request this information from the school at any time.

### My child is over 18. Will I have access to his/her information?

When a student turns 18 years of age, parental access to his/her information in the portal is disabled. With the student's consent, the school will re-activate parental access.