



Nova Scotia Student Information System

Nova Scotia Public Education System

How To Sign Up For The Parent Portal

Quick Reference Guide

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1 THE PARENT PORTAL

PowerSchool's Parent Portal has single sign-on for parents/guardians, which means you now have your own individual parent/guardian account, including user name and password. Your child's school will provide you with a letter (one letter for each of your children) that contains the following information for your child:

1. The Parent Portal website location: < **website address** >
2. The confidential Access ID: < **access ID** >
3. A confidential Access password: < **access password** >

2 CREATE AN ACCOUNT

Follow these steps to create an account for the Parent Portal and Link your child(ren) to your account.

1. Enter the website address into your browser (e.g. Internet Explorer, Firefox etc.)
2. Click on **Create an Account**. **It is very important to click Create an Account. The Access ID and Access Password provided to you on the letter from your school is not your Username or Password to log into the Parent Portal. You will create your own unique username and password on steps 5 and 6 of below.**
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.
6. Create a password, your password must include at least:
 - a. 8 characters
 - b. 1 upper case letter
 - c. 1 lower case letter
 - d. 1 number
 - e. 1 special character; special characters are the keyboard characters not defined as letters, numerals or spaces. They include ` ~ ! @ # \$ % ^ & * () _ - + = { } [] \ | : ; " ' < > , . ? /
7. Helpful Password tips:
 - a. Do not write your password down
 - b. Do not share your password with anyone

PowerSchool

Student - Parent Portal Sign In

Username

Password

[Having trouble signing in?](#)

Sign In

Create an Account

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

Create Account

- c. Do not use common words or information about you that can be easily obtained about you. This includes usernames, birthdates, license plates, telephone numbers, etc.
- 8. As you type, PowerSchool determines the strength of the password you are entering, you will see a visual display of the strength from weak, to better to strong.

On the same screen you will now link students to your account.

3 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 child exactly as it is printed on the letter from the school, each child on a separate line
- Enter the **Access ID** for each child, as per the letter from the school
- Enter the **Access Password** for each child, as per the letter from the school
- Select, from the list, your relationship to the child
- Click **Enter**.

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.

PowerSchool

Create Parent Account

First Name:

Last Name:

Email:

Desired Username:

Password: Strong

Re-enter Password:

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 add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. <input type="text" value="Hallie Smith"/>	<input type="text" value="Smith123"/>	<input type="password" value="....."/>	<input type="text" value="Mother"/>

4 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. Before you proceed you will require a student's **Access ID** and **Access Password** for each additional student.

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, exactly as it appears on the letter from the school, the student's Access ID and Access Password and select your relationship to the student
6. Click **Submit**. Repeat if adding more than one additional student.

