

PowerSchool allows parents to access to student information as well as the ability to edit contact preferences to be used for Alert Solutions. To access these features, parents will need to set up an account and add students to their profile.

Let's Get Started

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

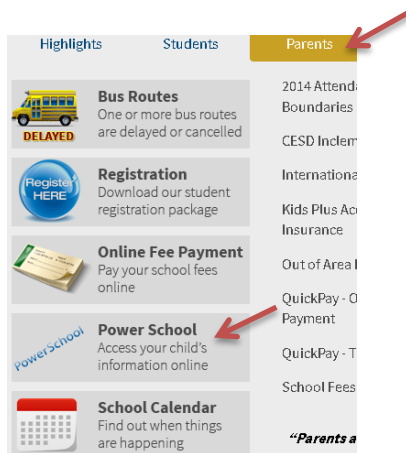
Creating your PowerSchool Parent Portal Account:

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You will require your child(s) **Access ID and Access Password**. The **Access ID and Access Password** attach a student to your account. If you do not have this information or have questions, please contact the school office.

Process Steps:

Use PowerSchool Parent Portal anywhere you have access to the Internet.

- Launch a web browser and go to PowerSchool Parent Portal URL:
<https://powerschool.chinooksedge.ab.ca/public/>
(We highly recommend using Firefox or Chrome when using this program).
- Can also access PowerSchool Parent Portal by going to the Chinook's Edge Website/Parents



- If this is your first time to this screen you must click [Create Account](#) to set up your account and get started.

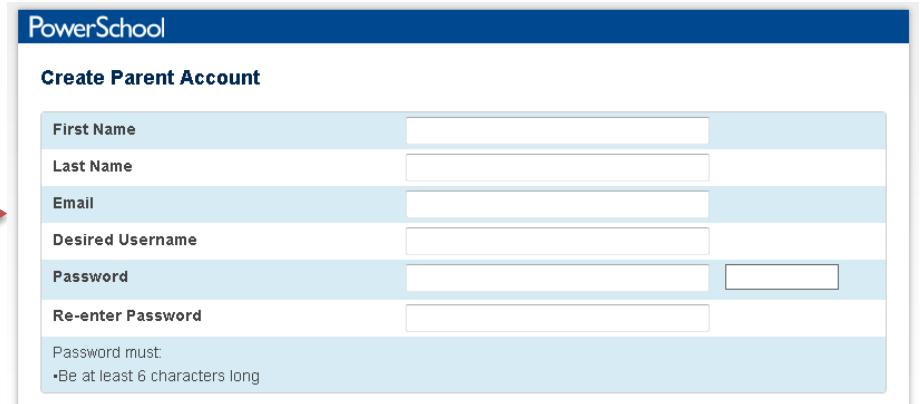
NOTE: If you have already created an account enter your username and password and click [Sign In](#)

Accessing student information requires **2 steps**: creating an account and then linking student to the account.

1. Create Parent Account

Enter the following:

- Parent's First Name
- Parent's Last Name
- Parent's Email
- Parent's Desired Username (this cannot contain @)
- Parent's Password

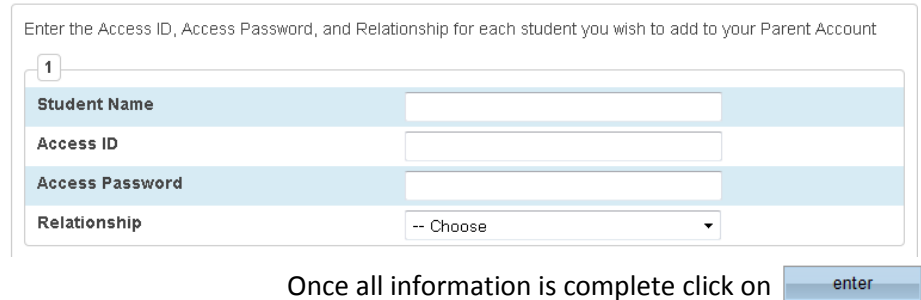


2. Link Students to Account

Enter the following:

- Student's Legal Name
- Access ID
- Access Password
- Your Relationship

Link Students to Account



Once all information is complete click on

	Students Name	Access ID	Access Password
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

NOTE: This *Access ID* & *Access Password* is what **PowerSchool** uses to link your child's information to your account. Once you complete these set up steps you will never use them again, so no need to save them to remember later.

Once your account is successfully created you can now use the username and password you entered in the previous step to login to the parent portal.

DID YOU KNOW?
Important documents with your child's personal information may be going home throughout the year using Alert Solutions. This may include school fee invoices, report cards, etc.
When emailed out the file will be password protected and you may need your child's **ASN/Student ID Number** to access this document.
Your child's ASN/Student Number can be found on the home page of your PowerSchool Parent Portal.

Inside PowerSchool Parent Portal

Navigation Bar:

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application.

PowerSchool Logo – Click to return to the start page

Sign Out – Click to log out of PowerSchool Parent Portal.



Student – Select between students by clicking on name (note: only one student shown on this screen shot)

Printer Icon – Click this icon to print the current page for your records

Main Menu: contains several icons within the navigation bar with links to the following features:

FIELD	DESCRIPTION
Grades and Attendance	Click to view student grades and attendance for the current term. Note: Grades is not available for some schools at this time. Please contact your child's school for more information.
Grade History	Click to view student grades for the previous term.
Attendance History	Click to view attendance history for the current term.
Email Notification	Click to set the e-mail notifications you wish to receive on a regular basis.
Alert Solutions	Click to set your alert contact information and parent preferences.
Teacher Comments	Click to view any teacher comments. Note: Comments are not available for some schools at this time. Please contact your child's school for more information.
School Bulletin	Click to view Daily School Bulletin items. Note: School Bulletin is not available for some schools at this time. Please contact your child's school for more information.
Class Registration	Used for parents and students to manage online course requests. Note: Class Registration is not available for some schools at this time. Please contact your child's school for more information.
Balance	Link to our <i>Online Fee Management System (QuickPay)</i> where parents can pay school fees.
My Calendars	<i>My Calendars</i> operates in conjunction with iCalendar, a personal desktop calendar application. Note: My Calendars is not available for some schools at this time. Please contact your child's school for more information.
School Information	Click to view information about the schools. (Address, Phone Number & Fax)
Account Preferences	Use this feature to update account information and add/delete student associations. Where you can change the name, e-mail address, username or password associated with your Parent account as well as add new students (you will require the student's <i>Access ID and Access Password</i>).
	Additional options may be added as needed.

Quit PowerSchool Parent Portal:

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application.

To log out, click [Sign Out](#) in the upper right corner of the screen. **Note:** If you are not actively working in PowerSchool Parent Portal, your session may time out. If so, you will need to log in again.