

# Parent Portal Set-Up

You will receive either an e-mail or paper document from your child(ren)s school with Access ID and Password information. This is required to add your child(ren) to your parent portal when you create your account.

**Step 1:** Go to [starcatholic.powerschool.com/public](http://starcatholic.powerschool.com/public)

The screenshot shows the 'Parent Sign In' page of the PowerSchool SIS portal. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title 'Parent Sign In' is displayed. There are two tabs: 'Sign In' (selected) and 'Create Account'. Under the 'Sign In' tab, there are two input fields: 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A blue 'Sign In' button is positioned to the right of the password field. Below the sign-in section, there is a 'Student Sign In' section with a text box containing the instruction: 'Students - Click the button to sign in. You will be redirected to the Student sign in page.' A blue 'Student Sign In' button is located at the bottom right of this section.


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**Step 2:** Click on the Create Account Tab & Click on Create Account button

The screenshot shows the 'Create Account' page of the PowerSchool SIS portal. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title 'Parent Sign In' is displayed. There are two tabs: 'Sign In' and 'Create Account' (selected). Under the 'Create Account' tab, the heading 'Create an Account' is shown. Below this heading, there is a text box containing the instruction: '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.](#)' A blue 'Create Account' button is located at the bottom right of the page.

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**Step 3:** Enter in your details for the account (First & Last Name, your email address, your desired username (*Not the Access ID provided by the school*) and your desired password (*Not the Password provided by the school*))

 PowerSchool SIS

### Create Parent Account

#### Parent Account Details

First Name	<input type="text" value="Test"/>
Last Name	<input type="text" value="Parent"/>
Email	<input type="text" value="test.parent@gmail.com"/>
Re-enter Email	<input type="text" value="test.parent@gmail.com"/>
Desired Username	<input type="text" value="TParent01"/>
Password	<input type="password" value="....."/> <span>Strong</span>
Re-enter Password	<input type="password"/>

Password must: •Be at least 8 characters long •Contain at least one uppercase and one lowercase letter •Contain at least one letter and one number •Contain at least one special character

#### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	
Student Name	<input type="text"/>

**Step 4: Link Students to Account** - Here you will enter in your child's first name and *use the Access ID and Password that was provided to you by your child(ren)s school*. You will also indicate your relationship via the drop down menu under Relationship i.e. Mother, Father, etc. You can add up to seven (7) children to a parent account with different relationships if necessary.

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name	Child
Access ID	CParent01
Access Password	.....
Relationship	Mother

2

Student Name	Kiddo
Access ID	KParent02
Access Password	.....
Relationship	Foster parent

3

**Step 5:** Once all children's Access ID and passwords have been entered scroll to the bottom of the page and click 'Enter'

Relationship	-- Choose
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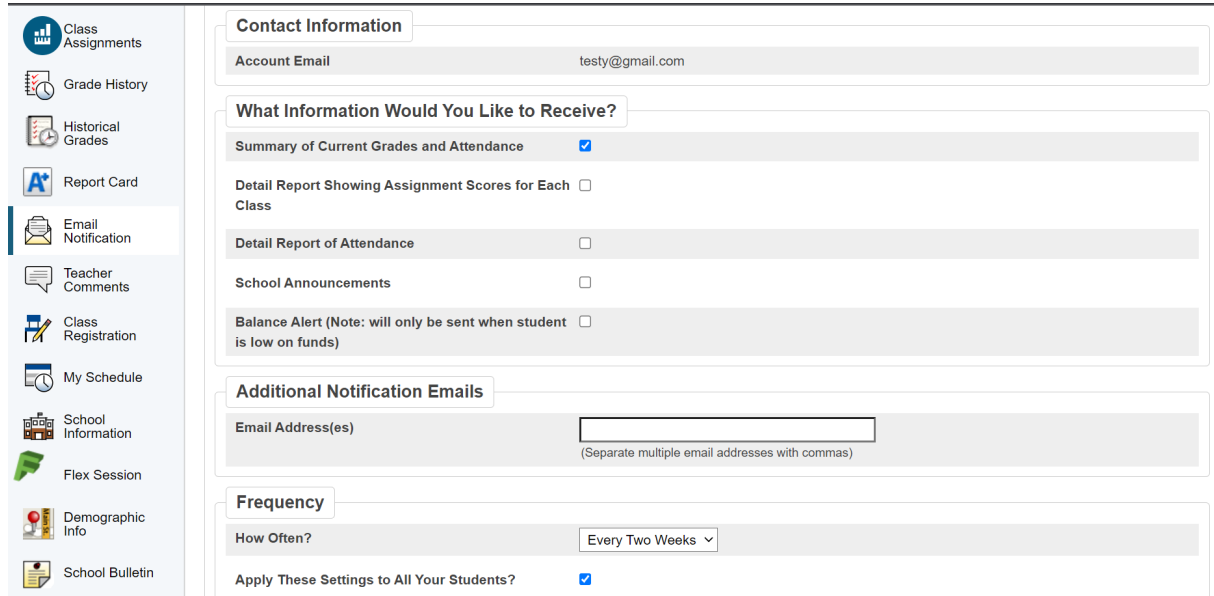
Enter

**Step 6:** You will get a confirmation message that your account has been created and you will be diverted back to the Parent Sign in Portal where you will enter in your Username and Password and click Sign In

Your parent portal will now open up on the Grades and Attendance tab from the left hand navigation bar. Across the top you will see your children’s names listed in order to how you entered them in Step 4. You can switch between your children’s information by clicking on their name tab across the top.

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F										
P1(1-2)											Foods Master Class Email Naoumtchik, Anastasia - Rm: 136			[i]					1	0
P1(1)	-	-	-	-	-						RS: Roman Catholic (2019) 25-3 Email Naoumtchik, Anastasia - Rm: 136						[i]		0	0
P2(1-2)											Social Studies 10-2 Email Newsome, Allen - Rm: 130			60					1	0
P2(1-2)	-	-	-	-	-						English Language Arts 10-1 Email Rudiak, JoyAnne - Rm: 157						[i]		0	0
P3(1)											Computers Email Suchow, Ray - Rm: 120			[i]					1	0

**Step 7:** Click on Email Notification on the left hand Navigation pane. On this page you can select what information you would like to receive via email, if you want it sent to additional email addresses, the frequency of notifications and if you want these settings applied to all your children attached to the parent account.

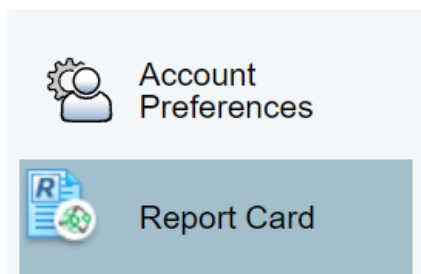


Once you have chosen your preferences, scroll down to the bottom of the page and click Submit

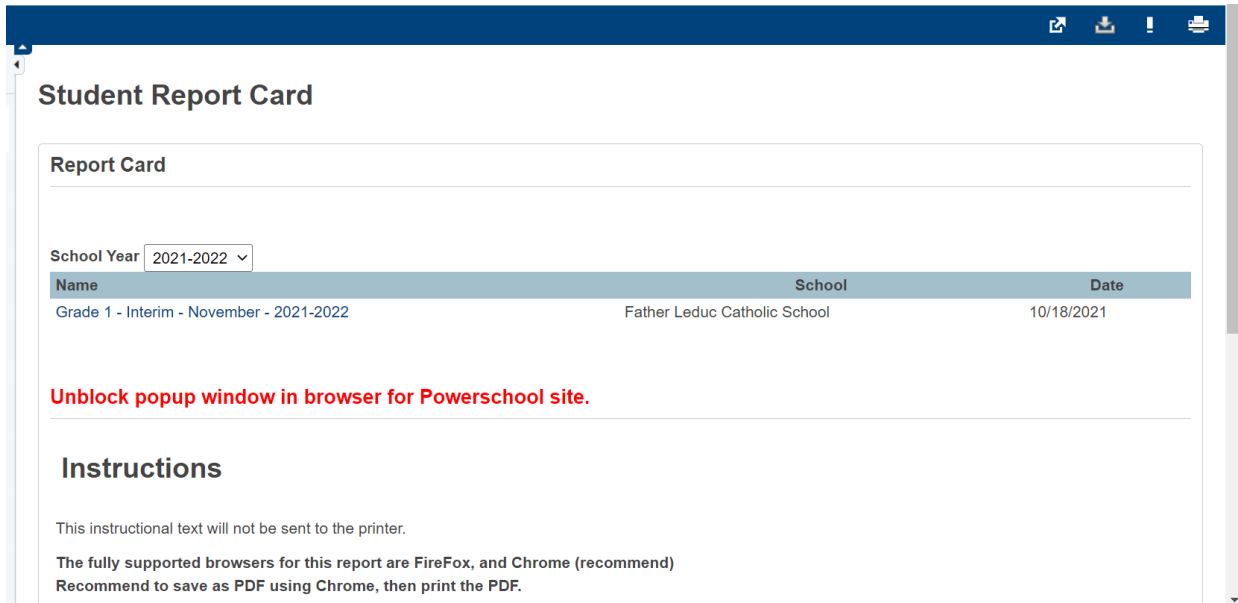


*If you children attend different schools you may notice that the left hand navigation pane changes slightly as each school is responsible for what information is displayed, so don't worry if one student looks different from the other.*

**Step 8:** Progress/Report Cards will appear at the bottom of the left hand navigation screen once they have been generated by the school and published to the parent portal.



**Step 9:** Click on Report Card - the Student Report Card window will open up listing your child's progress/report cards as a PDF link for you to open and review/print as per your preference.



**Student Report Card**

**Report Card**

School Year: 2021-2022

Name	School	Date
Grade 1 - Interim - November - 2021-2022	Father Leduc Catholic School	10/18/2021

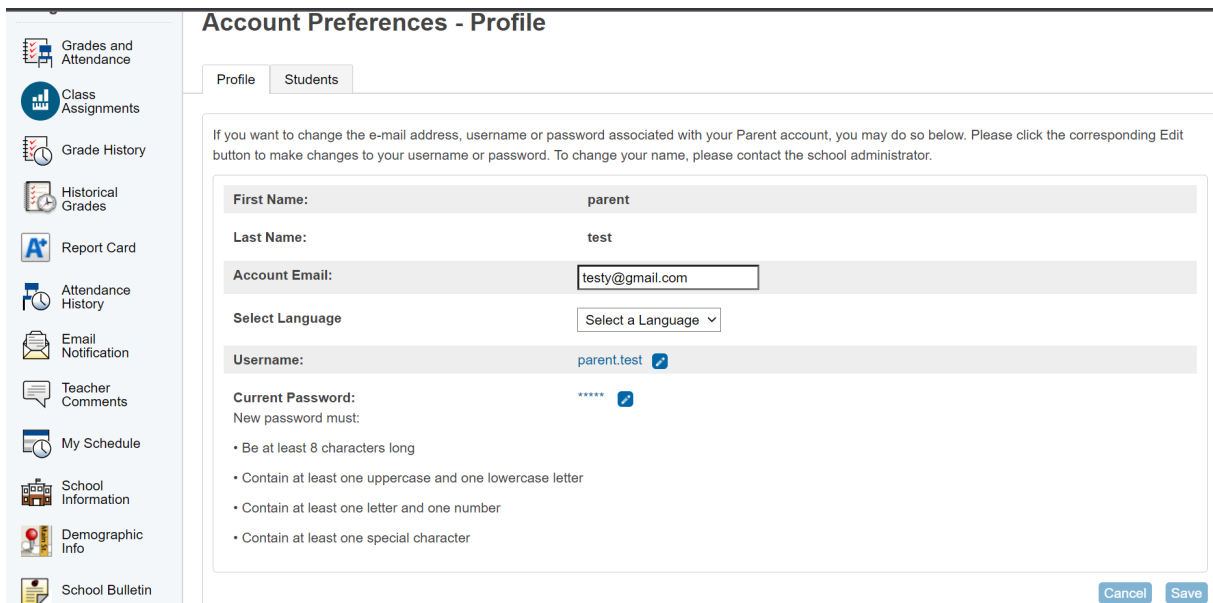
**Unblock popup window in browser for Powerschool site.**

**Instructions**

This instructional text will not be sent to the printer.

The fully supported browsers for this report are FireFox, and Chrome (recommend)  
Recommend to save as PDF using Chrome, then print the PDF.

**Step 10:** Account Preferences is where you will go if you want to edit your email address, update your user name, change your password and on the Students tab you can add additional children as they come up through the school system. Click on 'Save' for any changes that you make



**Account Preferences - Profile**

Profile | Students

If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username or password. To change your name, please contact the school administrator.

First Name: parent

Last Name: test

Account Email: testy@gmail.com

Select Language: Select a Language

Username: parent.test

Current Password: \*\*\*\*\*

New password must:

- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Cancel Save

**Step 11:** When you are done reviewing your child(s) grades/attendance/schedule/report card click Sign Out at the top left hand corner

Welcome, **parent test** [Help](#) [Sign Out](#)

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**Please note:** There is a PowerSchool App that can be downloaded for parent use, however the app does not include access to all details.