



PowerSchool Parent Login and Student Account Set Up

Lake Vista School will once again be using PowerParent as our form of updating all information on your student(s) rather than having a paper copy sent home. If you created an account for PowerParent last year please log in and update all information for your student. If you have forgotten your password please email the school at lakevista@spiritsd.ca. If you did not create a PowerParent account last year, please create one this year. If you have an account with PowerParent please go to page 3 in the instructions – Subsequent Log In. If you need to create an account, please go to page 2 in the instructions – First Time Login.

Finding the correct Parent Log-In screen

Please **do not** Google PowerSchool. There are many school divisions using this software and your log in will only work with the Prairies Spirit PowerSchool server.

Using Google Chrome or Firefox as your browser, go to: <http://www.spiritsd.ca/> Click on **PowerSchool Student/Parent Access**. (Internet Explorer is not compatible with PowerParent/Student)



MISSION: Learning without limits in a world of possibilities.
VISION: Learners for life.

MOST VISITED

Something missing? Please let us know.



TRANSPORTATION

Check bus cancellations or call the bus hotline: 306-883-7005.



CALENDAR

2015-16 | 2016-17



REGISTER

Student registration quick reference chart.



FOUNDATION

Get involved. Support the Prairie Spirit Schools Foundation.



POWERSCHOOL

Parent and Student Entrance.



ATHLETICS

Central Valley Athletic Conference.



TECH SUPPORT

The Prairie Spirit Help Desk now available to students!

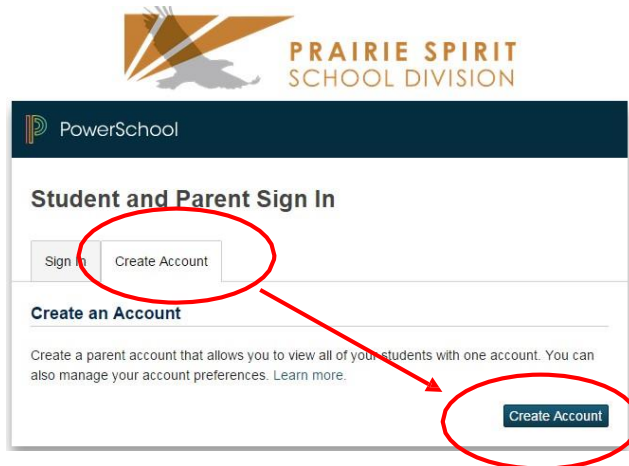


EAST | WEST | MUSIC

Talk to your school principal. (Regional availability).

First Time Login

Select the **Create Account Tab** (the username and password is not used now) and then select the **Create Account** button.



Complete the **Parent Account** page.

Enter the parent information and the email address.

Choose a user id and a secure password that you will remember.

Link the student(s) to your account. The **Access ID** and **Access Password** are generated by PowerSchool and provided to parents by the school the student is attending. A separate Access Id and Access Password is required for each student.

Select your **Relationship** to the student i.e. Mother, Father from the drop-down

Select **Enter** to commit your account registration.

Note The user id and password supplied is just for connecting the student's account to the parent's account and is not required after the parent account is set up. It is not for use as entrance credentials to PowerParent/Student.

Subsequent Log In

For subsequent Log In, enter the **Username** and **Password** that were set up on the first Log In (not the Create Account). Select **Sign In**.

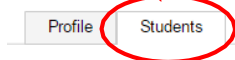
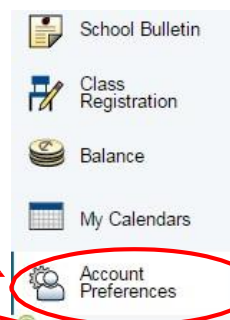


Adding More Students after an Account has been Set Up

Log in to the parent account.

Select **Account Preferences** from the Menu on the left.

Select **Students** Tab and Select **Add**

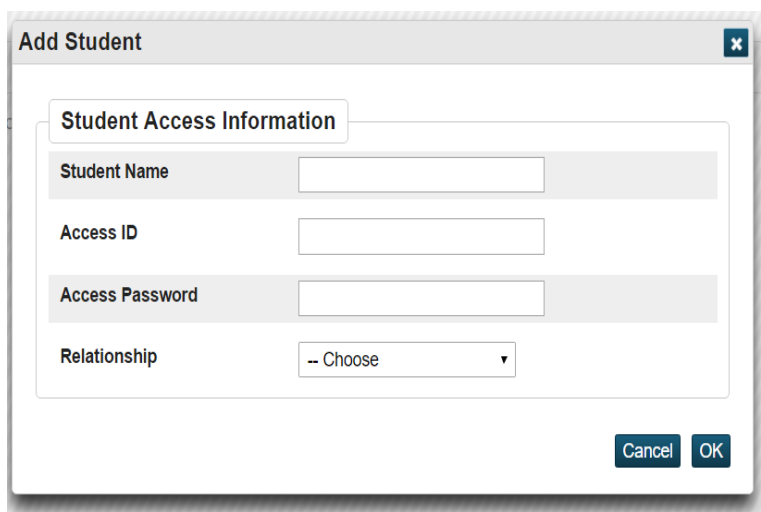


Add

My Students

To add a student to your Parent account, click the ADD button.

Enter the **Student Name**, **Access ID** and **Access Password** (provided by the school) and select the **Relationship**, **Submit**



Updating Demographics:

- Once you have logged in to PowerParent – the first page that opens if the Grades and Attendance page. On the left-side menu – click on the **Demographic Change** icon.

Grades and Attendance:

Click on the mark to see the Assignments for each Overall Grade.

Exp	Last Week					This Week					Course	S1	Q1	Q2	S2	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F								
1(A-F)											Health Education 9 Lade, Jeannie - Rm: P03		4 95	-	-	-	0	0
1(A-F)											Physical Education 9 Reis, Jesse - Rm: Gym 3		-	-	-	-	0	0
2(A,C,E)											French 9 Schneider, Jennifer - Rm: B72		4 99	-	-	-	1	0
2(A,C,E)											Computer Applications 9 Wiebe, Dale - Rm: B55		-	-	-	-	0	0
2(B,D,F)											Arts Education 9 Fishley, Tennille - Rm: B45		-	-	-	-	0	0
2(B,D,F)											Home Economics 9 Sadoway, Jennifer - Rm: B20		-	-	-	-	0	0
3(A-F)											Mathematics 9 Henkelman, Kelley - Rm: B49		4 97	-	-	4 97	1	0
4(A-F)											English Language Arts 9 Hall, Courtney - Rm: P01		3 82	-	-	3 82	1	0
5(A-F)											Social Studies 9 Fishley, Tennille - Rm: B45		4 95	-	-	-	0	1
5(A-F)											Science 9 Neufekit, Andrew - Rm: A13		-	-	-	-	0	0
Attendance Totals																3	1	

Legend

Attendance Codes: Blank=Present | A=Absent - Unverified or Unexcused | I=Illness or Medical | PA=Parent Excused Absence | L=Late | PL=Parent Excused Late | SE=School Excused Absence | ADG=Bus/Weather/Watermain | ISS=In-School Suspension | OSS=Out of School Suspension | PAV=Parent Excused Absence - Vacation |

- The next page that opens has all of the information that is **currently in PowerSchool** – beside that are empty boxes where you can input the **new demographic information!**

Demographic Update

Click on the section heading to expand the section you wish to edit.

General Student Information

On file with the school

Name (last,first MI) **Josie Smith**

Gender **Female**

Date of Birth **January 5, 2001**

Health Services Number

Social Insurance Number

Home Phone **306-123-4526**

Home Address **Waman, SK S0K 4S1**

Mailing Address **Waman, SK S0K 4S1**

Please make your updates

Contact school if name is incorrect. Legal documentation may be required.

Contact school if gender is incorrect. Legal documentation may be required.

Contact school if birthdate is incorrect. Legal documentation may be required.

Primary Contacts

Additional Contacts

Medical Information

Consent Information

Immigration/Ethnicity

Select... **Submit**

3. There are several sections that need to be completed – click on each section to open it and check that the data is accurate.

▶ Primary Contacts

▶ Additional Contacts

▶ Medical Information

▶ Consent Information

▶ Immigration/Ethnicity

4. Once you have completed entering all of the necessary information, at the bottom of the demographics page is a drop down menu

Medical Information

▶ Consent Information

▶ Immigration/Ethnicity

Select... Submit

5. Once you have reviewed the information and made the changes, if any are required, click the submit button.

▶ Consent Information

▶ Immigration/Ethnicity

Information has been updated/verified Submit

6. Once you have submitted your information, your updates are complete.

NOTE:

1. Even if there are no changes to the demographics – parents must submit the form – that is necessary to keep our consent forms current.