

Prairie Spirit School Division Parent Portal

You are being asked to update your student(s) demographic data on-line. The PowerSchool Parent Portal provides a Demographic Change option where parents will see the information currently on file with the school for their student(s). Correct only data that has changed. Creating an account and completing the Demographic Change requires the parent to be on a computer (it does not work on a phone or other device). The parents do need to select the dropdown menu at the bottom right, select 'Information has been updated/verified' from the dropdown and Submit, even if changes are not required.

If parents do not currently have an existing account in the division, a new account is required. The instructions are in the 'Creating a Parent Portal Account' section below. A 'Create Parent Account' document and a 'To the Parents/Guardians of (student name)' letter from your school are required to do this.

Further instructions for parents with existing Parent Portal accounts follows in the 'For Parents with an Existing Parent Portal Account' section, page 2. Only the 'To the Parents/Guardians of (student name)' letter is required to connect additional students for parents with existing accounts.

Creating a Parent Portal Account from the Spirit webpage start page



Or <https://prairiespirit.powerschool.com/public/home.html>

- Select Create Account Tab
- Select Create Button
- Enter name and email, exactly as on the form entitled [Parent Create Account](#)
- Re-enter Email
- Enter the Desired Username and Password (your choice)
- Re-Enter Password
- Scroll down enter the student's name
- Enter Access Id and Access Password from the letter that starts with [To the Parents/Guardians of \(student name\):](#)
- Enter the Relationship to the student, example, Mother, Father
- A parent 'email verification' is sent to the email entered to verify the email is real, before account is set up. The email will have a link to the Parent Portal to login.

For Parents with an existing Parent Portal Account at any school in the division including Graduated Students, you do not need to Create a new account to attach a

student at the same or a different school.

- Parents need an Access ID/Access Password for each **new** or **additional** student they are adding to their account
- The Access Letter which includes a unique User Access code and User Password for the student, starts with [To the Parents/Guardians of \(student name\)](#) and is required to attach a student to your existing account.
- Log in to the existing parent account
- Go to Account Preferences
- Student Tab
- Select Add at the top right
- Enter the student's name
- Enter Access Id and Access Password from the letter that starts with [To the Parents/Guardians of \(student name\)](#):
 - Enter the Relationship to the student being entered, example, Mother, Father
- Submit

The student's name(s) will appear across the top when they've been added to a parent account and the parent can move from one student to another, and have a different view for each student depending on settings chosen by the school.

The student's account moves with the student. If the parent has access at one school and the student transfers to another, the account switches to the student's current school.