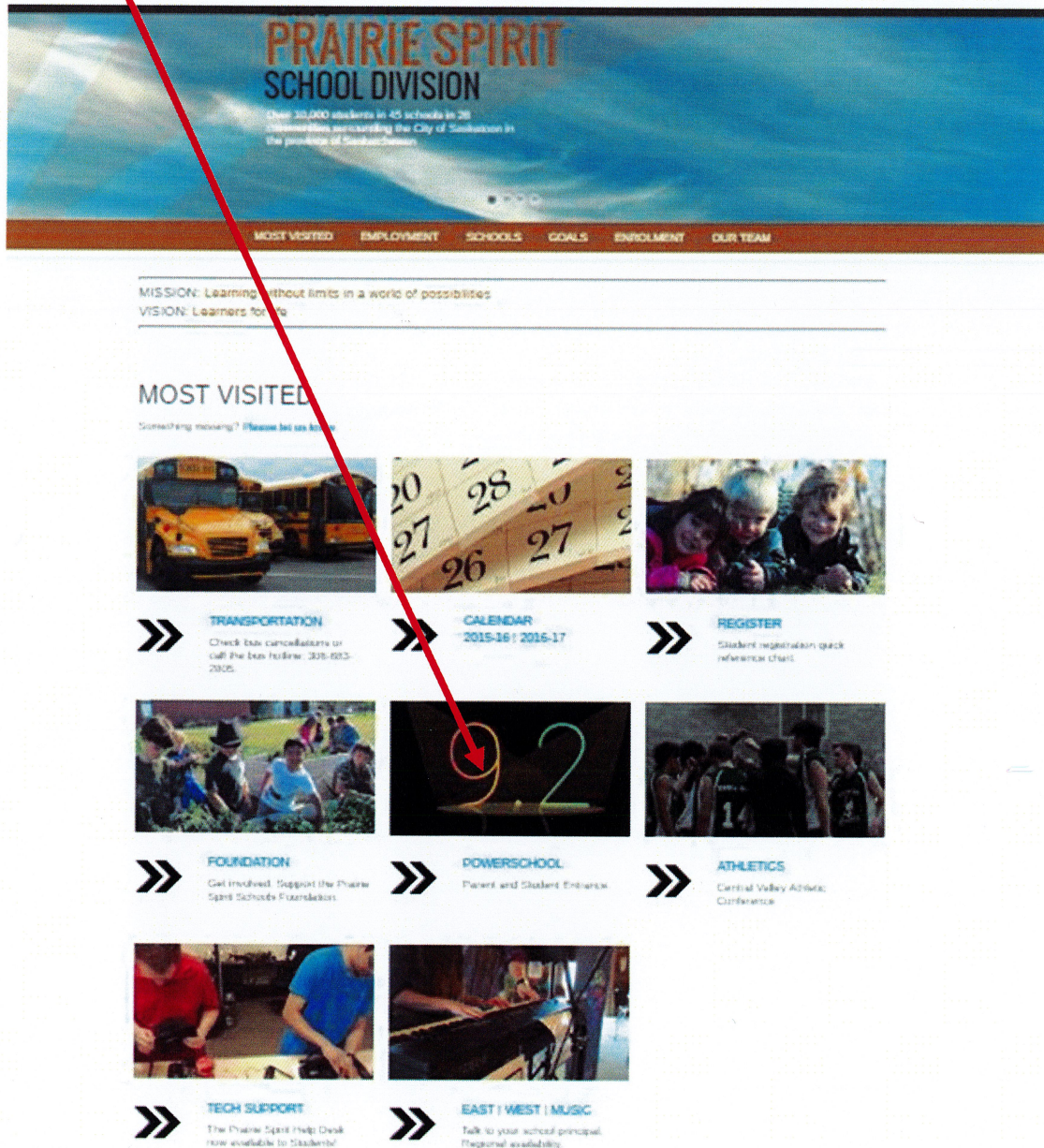


Parent Login and Student Account Set Up

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)



First Time Login

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

A screenshot of the PowerSchool "Student and Parent Sign In" page. The "Create Account" button is circled in red. A red arrow points from this button to the "Create Account" button on the "Create an Account" page below. The "Create an Account" page has a "Create Account" button at the bottom, also circled in red.

Complete the **Parent Account** page.

A screenshot of the PowerSchool "Create Parent Account" page. The page has two main sections: "Create Parent Account" and "Link Students to Account". The "Create Parent Account" section includes fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. The "Link Students to Account" section includes a table with columns for Student Name, Access ID, Access Password, and Relationship. Red arrows point from the instructions on the right to the corresponding fields in the form.

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**.

A screenshot of the PowerSchool "Student and Parent Sign In" form. The form has a dark header with the PowerSchool logo. Below the header, there are two tabs: "Sign In" and "Create Account". The "Sign In" tab is selected. The form includes a "Select Language" dropdown menu set to "English", a "Username" input field, a "Password" input field, and a "Forgot Username or Password?" link. A "Sign In" button is at the bottom right. A red arrow points from the "Sign In" text in the instructions to the "Sign In" tab.

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**

A screenshot of the PowerSchool interface showing the "Account Preferences" menu on the left and the "My Students" page. The "Students" tab is selected in the "My Students" section. The "Add" button is circled in red. Red arrows point from the instructions to the "Students" tab and the "Add" button. The "Account Preferences" menu item is also circled in red. The "My Students" page has a heading "My Students" and a subheading "To add a student to your Parent account, click the ADD button." Below this is a table with columns for "Student Name", "Access ID", "Access Password", and "Relationship".

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

A screenshot of the "Add Student" dialog box. The dialog box has a title bar "Add Student" and a close button. It contains a section titled "Student Access Information" with four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu with "-- Choose" selected. At the bottom right are "Cancel" and "OK" buttons.