RVS PowerSchool Parent/Guardian Portal
How to Sign Up for the Portal – Parents and Guardians

Dear RVS Parents/Guardians,

PowerSchool (PS) is Rocky View Schools' new student information system. PS is used to record and track student records, including grades and attendance. *PowerSchool* also allows us to share attendance and grade information with our students and their parents/guardians via our *PowerSchool Portal*.

Follow along with this guide to create a parent/guardian account on our *PowerSchool Portal*, allowing you to view all of your student's current grades and attendance information via one unified login.

To begin, visit our *PowerSchool Parent/Guardian Portal* login page: **https://ps.rockyview.ab.ca/public** or click the *PowerSchool* link on your child's school's website.

You will see the following screen, at right:

1. Click the **Create Account** button

2. The screen below will appear:

PowerSchool

Login

User Name

Password

Having trouble logging in?

Submit

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. Learn more.

Create Account

This is where you will setup access into **ALL** your child's data.

PowerSchool

Create Parent/Guardian Account

First Name	Erica
Last Name	Walton
Email	erica.walton@ctemc.org
Desired User Name	ericawalton
Password	•••••••••••••• Strong
Re-enter Password	••••••••••••••

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	Jamie Walton	Walton747	••••••••••••••	Mother, natural/adoptive
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

enter

Enter your first & last name.

Enter an e-mail address. Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.

User Name (no apostrophe's).

Password (no apostrophe's and it must be at least six characters)

Enter the Name of each Student you wish to associate with.

Enter the **Access ID** and **Access Password** for each student (this information will be provided to you separately).

Select your relationship to the student

3. Click **Enter** when you have completed this link to all of your students.

NOTE: Should you enter something incorrectly, when you hit **Enter**, the edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in its entirety before the record is created.

4. You will receive this message if your account creation was successful.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

Having trouble logging in?

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

After successfully logging in, you will see a series of tabs under the *PowerSchool* logo listing your student family members.

• Select the appropriate name to change the page to that student's information.

What if you forget your login information?

On the login page click on the link **Having Trouble Logging in?**
  If you forgot your Password: • Fill in your User Name

  • Fill in your e-mail Address
  • Hit **Enter**
The system will authenticate your information and send you a Security Token to the e-mail address listed with instructions on how to reset your Password.

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to reset the Password in that allotted time, you will need to repeat the process.

If you forgot your User Name:
• Click on the Forgot User Name tab
• Enter your e-mail Address

Recover Account Login Information

To recover your account login information, provide the information below.

| Forgot Password? | Forgot User Name? |

User Name

Email Address

Enter