How to Create a PowerSchool Account

Note: This guide is intended for parents/guardians with students that currently attend Lethbridge School Division.

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How to Create a PowerSchool Account

STEP 1– Open your internet browser and navigate to the following address: <u>https://ps.lethsd.ab.ca</u>

STEP 2- Click on **Create Account**

PowerSchool		
Sign In Create Account		
Select Language	English	
Username		
Password		
Forgot Username or Password?		
	Sign In	

STEP 3- Complete the Create Parent Account form

PowerSchool	
Create Parent Account	
Parent Account Details	
First Name	
Last Name	
Email	
Desired Username	
Password	
Re-enter Password	
Password must:	•Be at least 7 characters long
Link Students to Account	

STEP 4- Complete the **Link Students to Accounts** form. The **Access ID** and **Access Password** can be obtained from your school office.

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	1	
Access ID		
Access Password		
Relationship	Choose 🔹	

Note: You must have a minimum of one student linked to your account.

STEP 5- Click on **Enter** (*Located at the bottom of the form*) to submit.

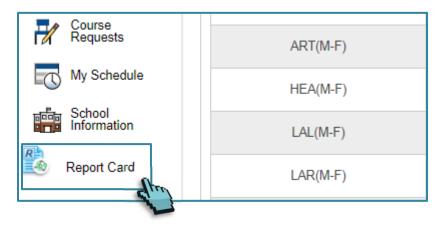
How to Access your child's Report Card

STEP 1– Navigate to the Parent Portal by using the following address: <u>http://ps.lethsd.ab.ca</u>

STEP 2- Log in with your **Parent account**

PowerSchool		
Student and Parent Sign In		
Sign In Create Account		
Select Language	English	
Username	1	
Password		
Forgot Username or Password?		
	Sign In	

STEP 3- Click on the **Report Card** button (located in the bottom left side of the screen)



STEP 4- Click on **Generate Report.**

Report Card
Payant, Lincoln Regis-Grant
Current Report Term T1 •
Double-Sided
Printing Date 5/28/2019
Generate Report

Printing Tip: After generating a report card, press CTRL+P to open your browser's printing options (Microsoft Windows)

How to view Teacher Comments

STEP 1– Navigate to the Parent Portal by using the following address: <u>http://ps.lethsd.ab.ca</u>

- **STEP 2** Log in with your **Parent account**
- **STEP 3** Click on **Teacher Comments** (Located on the left side of the screen)
- NOTE: Teacher comments will be displayed next to each course in the Comments column.