



How to Create a PowerSchool Account

Created by Tyler Payant

Note: This guide is intended for parents/guardians that do not have a PowerSchool account.

STEP 1– Open your internet browser and navigate to the following address:

<https://ps.lethsd.ab.ca>

STEP 2- Click on **Create Account**

PowerSchool

Student and Parent Sign In

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.

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

Link Students to Account

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

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| | |
|-----------------|----------------------|
| Student Name | <input type="text"/> |
| Access ID | <input type="text"/> |
| Access Password | <input type="text"/> |
| Relationship | -- Choose ▼ |

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: <http://ps.letbsd.ab.ca>

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



Student and Parent Sign In

Sign In Create Account

Select Language English ▼

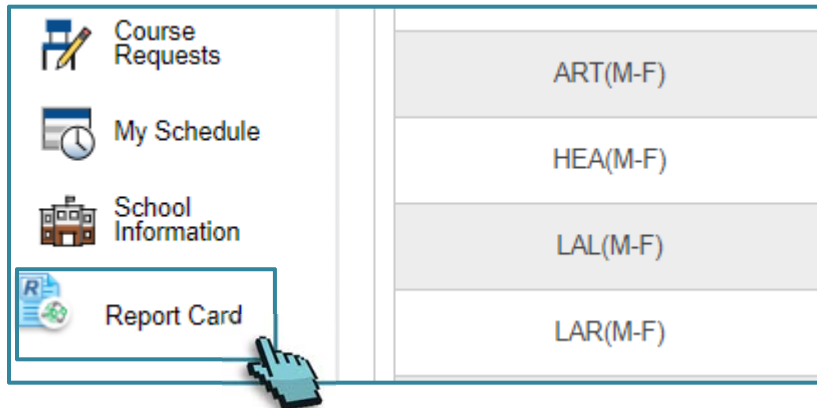
Username

Password

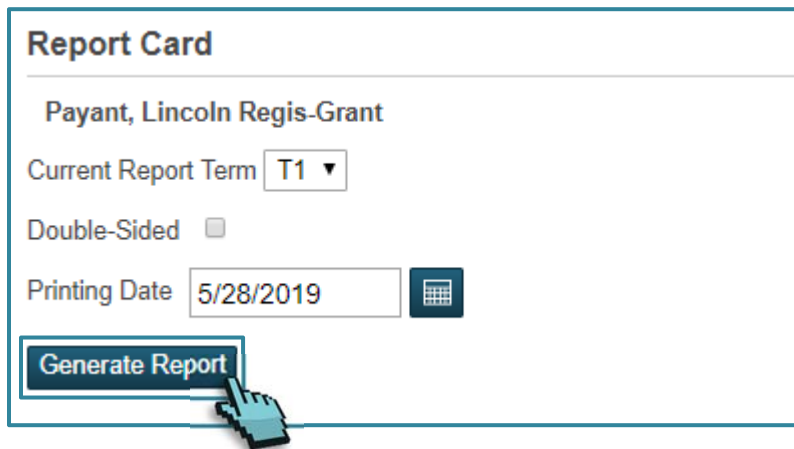
[Forgot Username or Password?](#)

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**.



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