



**Grande Prairie** and  
**District**  
**Catholic Schools**

**PowerSchool Student and Parent Portal**

**User Guide**

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<https://powerschool.gpcsd.ca/public>



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This edition applies to Release 11.x of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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## Preface

Use this guide to assist you while navigating the PowerSchool Student and Parent portal. This guide is based on the PowerSchool Student and Parent portal online help.

The PowerSchool Student and Parent portal online help is updated as PowerSchool is updated. Not all versions of the PowerSchool Student and Parent portal online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in the PowerSchool Student and Parent portal.

### Referenced Sections

This guide is based on the PowerSchool Student and Parent portal online help, and may include references to sections that are not contained within the guide. See the PowerSchool Student and Parent portal online help for the referenced section.

### Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

### Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File > New**

> **Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

### Notes

It is easy to identify notes because they are prefaced by the text “**Note:**” Preface

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## Introduction

Welcome to PowerSchool! PowerSchool helps you access and maintain student, and schedule information. PowerSchool uses the Internet to facilitate student information and communication among school administrators, teachers, parents, and students.

The PowerSchool Student and Parent portal is a tool that is specifically developed for parents and students.

The PowerSchool Student and Parent portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

### Parent Access Management

***Parent Access Management provides parents with the ability to have their own individual parent account, including user name and password. Your school allows parent's to create their own account using the appropriate access credentials. Once your account is created, you can manage your account information, link any and all students to your account (for whom you have parental and legal rights to), and set email and notifications preferences for each student linked to your account. If you've forgotten your account sign in information, you can retrieve them by using auto-recovery.***

## Get Started

To get started, you must sign in to the PowerSchool Student and Parent portal.

### Sign In to the PowerSchool Student and Parent Portal

Before you can sign in to the PowerSchool Student and Parent portal, you will need your username, and your password. If you do not have this information or have questions, contact your school.

**Note:** Do not use someone else's password or give your password to anyone else.

### How to Sign In to the PowerSchool Student and Parent Portal

1. Open your Web browser
2. Goto Schools Portal URL: <https://powerschool.gpcsd.ca/public> The Student and Parent Sign In page appears.

**Note:** If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

3. Use the following table to enter information in the fields:

Enter your username.

Enter your password. The characters appear as asterisks (\*) to ensure greater security when you sign in.

If you have forgotten your username or password, you can click **Forgot Username or Password?** For more information, see [How to Recover Your Username](#) or [How to Recover Your Password](#).

3. Click **Sign In**. The start page appears. For more information, see [PowerSchool Student and Parent Portal Start Page](#).

#### Notes:

- If your School Office has issued you a temporary password, you may be asked to reset your password upon first signing in. For more information, see [How to Reset Your Password](#).
  - If your password has expired, you may be asked to reset your password. For more information, see [How to Reset Your Password](#).
- If you have exceeded the number of sign in attempts allowed, you may become locked out of PowerSchool. If so, contact your school.

## Reset Your Password

If your School Office has issued you a temporary password or if your password has expired, use this procedure to reset your password.

### How to Reset Your Password

1. Sign in to the PowerSchool Student and Parent portal. The Change Your Password page appears.
2. Use the following table to enter information in the fields:

Field	Description
Current Password	Enter your current password.
New Password	Enter a new password. Must be 6 characters long  <b>Note:</b> It is important to select a new password that you will remember. If you forget it, you cannot sign in to the PowerSchool Student and Parent portal without help from your School Office. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Re-Enter New Password	Enter your new password again exactly as you entered it in the above field.

3. Click **Enter**. The start page appears. For more information, see [PowerSchool Student and Parent Portal Start Page](#).

**Note:** If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.
- New password must be at least [6] characters long.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

## Recover Your Password

If you have forgotten your PowerSchool Student and Parent portal password, you will be unable to sign in to the PowerSchool Student and Parent portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then sign in to the PowerSchool Student and Parent portal, where you will then be required to change your password. For more information, see [How to Reset Your Password](#). You cannot reset your password from mobile app.

**Note:** The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the [How to Recover Your Password](#) again.

### How to Recover Your Password

1. Open your Web browser to URL <https://powerschool.gpcsd.ca/public> The Student and Parent Sign In page appears.

**Note:** If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

2. Click **Forgot Username or Password?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Password?** tab, if needed.
4. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
Email Address	Enter your email address.

5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.
6. Once you have received the email, open the email.
7. Click the link in the email. The Recover Password page appears.
8. Use the following table to enter information in the fields:



Field	Description
Username	Enter your username.
New Password	Enter a new password.  <b>Note:</b> It is important to select a new password that you will remember. If you forget it, you cannot sign in to the PowerSchool Student and Parent portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Confirm New Password	Enter your new password again exactly as you entered it in the above field.

9. Click **Enter**. The start page appears. For more information, see [PowerSchool Student and Parent Portal Start Page](#).

## Recover Your Username

If you have forgotten your PowerSchool Student and Parent portal username, you will be unable to sign in to the PowerSchool Student and Parent portal. Use this procedure to recover your current username. Once you provide your email address, your current user name will be sent to your email.

### How to Recover Your Username

1. Open your Web browser to URL: <https://powerschool.gpcsd.ca/public> The Student and Parent Sign In page appears.

**Note:** If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

2. Click **Forgot Username or Password?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Username?** tab.
4. Enter your email address in the first field.
5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with your current username.

## Create a Parent Account

Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. If you do not have this information or have questions, contact your school.

### How to Create a Parent Account

1. Open your Web browser to URL: <https://powerschool.gpcsd.ca/public>. The Student and Parent Sign In page appears.
2. Click the **Create Account** tab. The Create Account page appears.
3. Click **Create Account**. The Create Parent Account page appears.
4. Use the following table to enter information in the Create Parent Account section:

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations. For more information, see <a href="#">Email Notifications</a> .
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Student and Parent portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.

Password	Enter the password you would like to use when signing in to the PowerSchool Student and Parent portal. Password must be 6 characters long.
Re-Enter Password	Enter your password again exactly as you entered it in the above field.

5. Use the following table to enter information in Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. <b>Note:</b> Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. <b>Note:</b> If you do not have this information, contact your school.
Access Password	Enter the unique access password for the student. <b>Note:</b> If you do not have this information, contact your school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

6. Click **Enter**. The Student and Parent Sign In page appears. To continue, see [How to Sign In to the PowerSchool Student and Parent Portal](#).

**Note:** If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.
- New password must be at least 6 characters long.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

## Session Timeout

If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to sign in again.

## How to Sign In After Session Times Out

1. If the You have been signed out. Return to Sign In Page. pop-up appears, click **Sign In Page**.
2. **Sign in**. Depending on what page of the PowerSchool Student and Parent portal you were last using, one of the following pop-ups appear:
  - Reload Last Page - Your session timed out due to inactivity. Would you like to restore your previous session and reload the last page you were viewing?
  - Restore Selections(s), School and Term - Your session timed out due to inactivity. Would you like to restore your previous session and return to the last used school, term, student and/or teacher selection?
3. Do one of the following:
  - Click **Yes** to reload/restore the last page you were viewing/using.
  - Click **No** to sign in and access the start page.

## PowerSchool Student and Parent Portal Start Page

When you sign in to the PowerSchool Student and Parent portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Student and Parent portal session. The start page consists of the following main areas:

- **Header**
- **Navigation toolbar**
- **Navigation menu**

## Header

The header appears at the top of the PowerSchool Student and Parent portal. The header includes the following information:

Field	Description
PowerSchool	Click to return to the start page from anywhere within the application.
Welcome, [Your Name]	<p>The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator.</p> <p>In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.</p>
Help	Click to access the PowerSchool Student and Parent portal online help. Assistance is just a click away!
Sign Out	Click to sign out of the PowerSchool Student and Parent portal. For more information, see <a href="#">Quit the PowerSchool Student and Parent Portal</a> .

## Navigation Toolbar

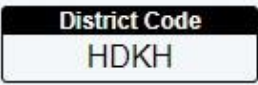
The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:



Field	Description
[Student Tabs]	<p>The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and display information for the selected student. For more information, see <a href="#">Account Preferences</a>.</p> <p>If you click the name of a student and the message “Student information is not available at this time.” appears, contact your school’s PowerSchool administrator.</p>
[Applications Button]	No applications available at this time for GPCSD
[Notifications Button]	Click the exclamation point to access the Notifications pop-up. The Password Security section displays the date and time of the last time you signed in. The display appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
[Printer Button]	Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.

## Navigation Menu

The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Student and Parent portal. The navigation menu includes the following links:

Field	Description
Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see <a href="#">Grades and Attendance</a> .
Grades History	Click to view student grades for the previous term. For more information, see <a href="#">Grades History</a> .
Attendance History	Click to view attendance history for the current term. For more information, see <a href="#">Attendance History</a> .
Email Notification	Click to set the e-mail notifications you can receive on a regular basis. For more information, see <a href="#">Email Notifications</a> .
Teacher Comments	Click to view any teacher comments. For more information, see <a href="#">Teacher Comments</a> .
School Bulletin	Click to view the current school bulletin. For more information, see <a href="#">School Bulletins</a> . <b>Note:</b> School Bulletin only appears if School Bulletin is enabled.
Class Registration	Click to register for classes and view course requests. For more information, see <a href="#">Class Registration</a> .
My Schedule	Click to view student schedule. For more information, see <a href="#">My Schedule</a> .
School Information	Click to view school address and contact numbers, and download a school map if available. For more information, see <a href="#">School Information</a> .
Account Preferences	Click to manage your PowerSchool Student and Parent portal account preferences. For more information, see <a href="#">Account Preferences</a> .
Your District Code 	A four-digit code appears. Enter this code in the PowerSchool Mobile app to allow you to sign in to your district. Grande Prairie District Catholic Schools District Code is: HDKH

## Work with the Navigation Menu

Read this section to understand the basics of working with the navigation menu. You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Remember, if you have more than one student associated to your parent account, use the student tabs that appear in the navigation bar to select the student for which you want to view information. For more information, see [Account Preferences](#).

## Grades and Attendance

The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

**Note:** If a room has been defined for a section, the room number appears next to the teacher's name.

### How to View Grades and Attendance

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Use the following table to view grades and attendance information:

Field	Description
<b>Details About [Teacher]</b>	<ol style="list-style-type: none"> <li>1. Click to view the details about the teacher. The Details About [Teacher] pop-up appears.</li> <li>2. To send e-mail to a teacher, click <b>Email</b>.</li> <li>3. Click the <b>x</b> to close the pop-up when done viewing.</li> </ol> <p><b>Note:</b> To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.</p>
<b>Email [Teacher]</b>	<ol style="list-style-type: none"> <li>1. Click to send an e-mail to a teacher. Your email application opens.</li> <li>2. Compose and send email.</li> </ol> <p><b>Note:</b> To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.</p>



<b>[Grade in Term Column]</b>	<ol style="list-style-type: none"> <li>1. Click a grade in the term column to view grade details. The Class Score Detail page appears.</li> <li>2. Use the browser Back button to return to the Grades and Attendance page.</li> </ol> <p><b>Note:</b> Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.</p>
<b>Show Dropped Classes Also</b>	Click to view attendance data for dropped classes. The page refreshes and displays attendance data for dropped classes.
<b>Absences</b>	<ol style="list-style-type: none"> <li>1. Click a number in the Absences column to view the absences for the selected class during this term. The Dates of Attendance page displays all absences for that class.</li> <li>2. Use the browser <b>Back</b> button to return to the Grades and Attendance page.</li> </ol>
<b>Tardies</b>	<ol style="list-style-type: none"> <li>1. Click a number in the Tardies column to view the tardies for the selected class during this term. The Dates of Attendance page displays all tardies for that class.</li> <li>2. Use the browser Back button to return to the Grades and Attendance Page</li> </ol>
<b>Attendance Totals [Absences]</b>	<ol style="list-style-type: none"> <li>1. Click a number in the Attendance Totals row to view the absences for all classes during this term. The Dates of Absence page displays all absences.</li> <li>2. Use the browser <b>Back</b> button to return to the Grades and Attendance page.</li> </ol>
<b>Attendance Totals [Tardies]</b>	<ol style="list-style-type: none"> <li>1. Click a number in the Attendance Totals row to view the tardies for all classes during this term. The Dates of Tardies page displays all tardies.</li> <li>2. Use the browser <b>Back</b> button to return to the Grades and Attendance page.</li> </ol>
<b>[Attendance By Day] Absences</b>	<ol style="list-style-type: none"> <li>1. Click a number in the Absences column in the Attendance by Day section, to view total absences for the semester or for the year-to-date. Depending on your selection, the Dates of Attendance page displays the total absences for the semester or for the year-to-date.</li> <li>2. Use the browser <b>Back</b> button to return to the Grades and Attendance page.</li> </ol>
<b>[Attendance By Day] Tardies</b>	<ol style="list-style-type: none"> <li>1. Click a number in the Tardies column in the Attendance by Day section, to view total tardies for the semester or for the year-to-date. Depending on your selection, the Dates of Attendance page displays the total tardies for the semester or for the year-to-date.</li> <li>2. Use the browser Back button to return to the Grades and Attendance page.</li> </ol>

## Standards Grades

The Standards Grades page displays information about a student's standards grades and comments for the current term. By default, only classes currently in progress appear.

### How to View Assignment Standards Grades

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Click the **Show Standards** icon next to the Assignments column. Standards assessed for the assignment, the code for the assignment and the score appear. See the Legend at the bottom of the page for an explanation of the different code icons.
3. Click the **Hide Standards** icon to collapse the standards.

### How to View Standards Final Grades

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Click the **Standards Grades** tab. The Standards Grades page appears.
  - Click **Show Completed Classes** to view standards grades for completed classes.
  - Click **Hide Completed Classes** to view only the classes for the current term. Note that these links only appear if classes have already completed.
  - If a score appears as a link, click to open the View Standards Final Grade drawer.
3. If viewing the current year, click a grade in the % column. The Class Score Detail page appears. A caret (^) indicates score is exempt from final grade. An asterisk (\*) indicates an assignment is not included in final grade. The number one (1) indicates this final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting

## Grades History

Use this page to view term grades for the selected student. The course, letter grade, percentage points, and credit hours are noted for each term.

### How to View Grades History

1. On the start page, click **Grades History** from the navigation menu. The Grades History page appears. By default the current year is selected.
2. To view grade history information for a past term, click the term tab you want to view.
3. If viewing the current year, click a grade in the % column. The Class Score Detail page appears.

A caret (^) indicates score is exempt from final grade. An asterisk (\*) indicates an assignment is not included in final grade. The number one (1) indicates this final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher. Click the special weighting link for more information.

## Attendance History

The Attendance History page displays information about a student's attendance record for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

### How to View Attendance History

On the start page, click **Attendance History** from the navigation menu. The Attendance History page displays the student's attendance record for the current term.

## Email Notifications

The Email Notifications page provides you with the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated to your parent account.

### How to Set Up Email Notifications

1. On the start page, click **Email Notification** from the navigation menu. The Email Notifications: [Student Name] page appears.
2. Use the following table to enter information in the fields:

Field	Description
What information would you like to receive?	Specify which information you would like to receive by selecting the appropriate checkboxes: <ul style="list-style-type: none"> <li>• <b>Summary of current grades and attendance</b></li> <li>• <b>Detail report showing assignment scores for each class</b></li> <li>• <b>Detail report of attendance</b></li> <li>• <b>School announcements</b></li> <li>• <b>Balance Alert</b></li> </ul>
How often?	Specify the rate at which you want to receive the selected information from the pop-up menu: <ul style="list-style-type: none"> <li>• <b>Never</b></li> <li>• <b>Weekly</b></li> <li>• <b>Every Two Weeks</b></li> <li>• <b>Monthly</b></li> <li>• <b>Daily</b></li> </ul>
Email Address	Display only of the email address associated to your parent account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address.  <b>Note:</b> To change your email address, see <a href="#">How to Change Your Account Preferences</a> .
Additional Email Addresses	Enter additional email addresses that you want the selected information to be sent to. Separate multiple addresses with commas.
Apply these settings to all your students?	Select the checkbox to apply the email preferences to all students associated to your parent account.
Send now for [Student Name]?	Select the checkbox to receive the selected information immediately.

3. Click **Submit**. The Email Notifications: [Student Name] page appears. A confirmation message appears indicating the changes were saved.

## Teacher Comments

The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.

**Note:** Additional teacher comments may be found on the [Grades and Attendance](#) page and [Grades History](#) page.

### How to View Teacher Comments

1. On the start page, click **Teacher Comments** from the navigation menu. The Teacher Comments page appears.
2. Use the following table to view teacher comments:

Field	Description
Reporting Term	By default, the student's schedule for the current term appears. Use the pop-up menu to select a different term.
Exp.	The expression indicates the period and day combination of the course.
Course #	The course number indicates the number used to identify the course.
Course	The name of the course.
Teacher	<ul style="list-style-type: none"> <li>• The name of the teacher teaching the course.</li> <li>• Click to send an email to the teacher.</li> <li>• Click the <b>Details</b> icon next to the teacher's name to view the details about the teacher. The Details About [Teacher] pop-up appears. To send e-mail to a teacher, click the name of the teacher. When done viewing, click the <b>x</b> to close the pop-up.</li> </ul> <p><b>Note:</b> To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.</p>
Comment	<p>Comment entered by teacher.</p> <p><b>Note:</b> If the column is blank, there are no teacher comments.</p>
Show dropped classes	Click to view currently enrolled classes and dropped classes.
Show only current classes	Click to view only currently enrolled classes.

## School Bulletins

The School Bulletin page serves as your school’s message board whereby your school can post a variety of information for you to view.

**Note:** If you are not able to access this page, [School Bulletins](#) may not be enabled. Contact your school for information.

### How to View School Bulletins

1. On the start page, click **School Bulletin** from the navigation menu. The View School Bulletin pop-up appears.
2. Click the **Calendar** icon to select a date to view the bulletin for that day. On the calendar, dates that are shaded blue have a daily bulletin associated to them, the current date displays a border, and the selected date has no shading. Use the arrow buttons to navigate to a different month.
3. When done viewing, click the **x** in the upper right hand corner to close the View School Bulletin pop-up.

## Class Registration (HIGH SCHOOL Only)

Using the Class Registration page in PowerSchool Student and Parent portal, students and their parents can manage their course requests.

### Register for Classes

Use the following procedure to request classes for the next year.

#### How to Register for Classes

Use the following procedure to request classes for the next year.

1. On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.
2. Use the following table to view search results:

Field	Description
View Course Requests	For more information, see <a href="#">View Course Requests</a> .
[Course Group]	Course requests are grouped by course group. If a course requests is not associated to a course group, it appears under Additional Requests.
[Course]	Requested courses.

	<p>If the following appear, click view more information:</p> <ul style="list-style-type: none"> <li>• A red <b>Exclamation</b> icon indicates an alert.</li> <li>• A <b>Note</b> icon appears if the course contains prerequisite notes.</li> <li>• A <b>Road</b> icon indicates a teacher has recommended the course.</li> </ul>
[Edit]	<p>Click the <b>Pencil</b> icon next to request a course or modify an existing request.</p> <p><b>Note:</b> If the course request was entered by your school administrator, it cannot be modified. To modify, contact your school administrator.</p> <p>If the following appear, click view more information:</p> <ul style="list-style-type: none"> <li>• A green <b>Checkmark</b> icon indicates if the request listed satisfies the requirements of the course group.</li> <li>• A red <b>Exclamation icon</b> indicates an alert.</li> </ul>
Requires at least credit hours	Indicates the minimum number of credit hours in all course groups excluding Additional Requests.
Requesting credit hours	Indicates the sum of credit hours in all course groups excluding Additional Requests.
Requesting additional credit hours	Indicates the sum of credit hours of requested courses under Additional Requests.

5. Click **Submit**.
6. Click the **Pencil** icon to select courses from each area as instructed. The Course Request pop-up window appears.
7. Use the following table to enter information in the fields:

**Note:** Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
[Course]	Select the checkbox for each course you want to request.
Course Name	The name of the course.
Number	The number used to identify the course.
Course Description	A short description of the course.
Credits	The number of credits you receive for taking the course.
Prerequisite Notes	Descriptive text regarding academic requirements or authorizations that must be fulfilled prior to an enrollment in a course.
Alerts	Alert to indicate prerequisites have not been met, if any.

- Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.

**Note:** A exclamation mark appears if courses need to be selected for an area.

- Repeat Step 2 through Step 4 for each course request.
- Click **Submit**. The [Scheduling Year] Course Requests page appears.

## View Course Requests

Use the following procedure to view any existing course requests.

**Note:** To view the student's graduation plan progress or to select post-secondary plans, click **View Graduation Progress**. For more information, see [Graduation Progress](#).

### How to View Course Requests

- On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.
- Click **View course requests**. The [Scheduling Year] Course Requests page.
- Click **Course Catalog** to reference the current course catalog. The Course Catalog pop-up appears.
- Enter search criteria in the **Search** field.
- To filter by columns:
  - Click **+**.
  - From the first pop-up menu, choose one of the following:
    - Course Name**
    - Course Number**
    - Description**
  - Enter search criteria in the search field.

**Note:** Use a comma-separated list for multiple values.

- Click **Apply**. The page refreshes and display filtered results.
- To add another filter, click **+** and repeat steps a through d. **Note:** The **+** appears shaded if all filters have been added.
  - To delete a filter, click **-** next the filter.
  - Click **Apply**. The page refreshes and display filtered results.
 

**Note:** To remove all filter selections, click **Clear**.
  - Use the following table to view search results:



**Note:** Click the name of a column to sort by that column in ascending order. Click again to sort in descending order. By default, students are sorted by Name and then Grade Level.

Field	Description
Course Name	The course name appears.
Course Number	The course number appears.
Description	The course description appears.
[Pagination]	Use to navigate the search results.
Rows/Page	By default, ten records display per page. To view more records per page, enter the appropriate number in the field.

10. Click **Close** when done.

## My Schedule

There are two ways to display a student's schedule. The **Week View** displays the student's schedule for the current week. The **Matrix View** displays the student's schedule for the selected term in a graphical format.

### How to View a Student's Schedule Using the Week View

1. On the start page, click **My Schedule** from the navigation menu. The My Schedule page appears.
2. Click the Week View tab, if needed. The Week View page displays the student's schedule for the current week, using unique colors to distinguish each course.

### How to Display a Student's Schedule Using the Matrix View

The schedule matrix graphically represents a student's schedule for all days, periods, and terms in the selected year for the current school.

1. On the start page, click **My Schedule** from the navigation menu. The My Schedule page appears.
2. Click the **Matrix View** tab. The Matrix View page appears. The schedule matrix view displays the student's schedule for each period and day in each term. Identical colors on the schedule indicate the same course. A blank block means that nothing is scheduled for that block in that term. Each block can include the following information, depending on the matrix display preferences: course name, course number, section number, teacher name, room number, expression (the combination of periods and days), and year term.

## School Information

The School Information page displays the physical address and contact information for the school. If the PowerSchool administrator has uploaded a school map, the map displays on this page as well.

### How to View School Information

On the start page, click **School Information** from the navigation menu. The School Information page displays the following information:

Field	Description
Name	The school's name.
Address	The school's street address, city, state, and zip code.
Phone	The school's phone number including area code.
Fax	The school's fax number including area code
Map	The school map.

## Account Preferences

The Account Preferences page provides you with the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.

**Note:** To edit or remove a student associated to your account, contact your school.

### How to Change Your Account Preferences

Use this procedure change the name, e-mail address, user name or password associated with your parent account.

1. On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
2. Click the **Profile** tab, if needed.
3. On the Profile tab, use the following table to enter information in the fields:

**Note:** The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.

Email	Enter your email address.
Select Language	Use the pop-up menu to choose the language in which you want view email and notifications sent from PowerSchool.
Username	Click the <b>Pencil</b> icon and then enter the user name you would like to use when signing in to the PowerSchool Student and Parent portal in the <b>New Username</b> field. <b>Note:</b> This field appears as read-only if Unified Classroom is enabled.
Current Password	Click the <b>Pencil</b> icon and then enter: <ol style="list-style-type: none"> <li>1. Enter your PowerSchool Student and Parent portal password in the <b>Current Password</b> field.</li> <li>2. Enter your new PowerSchool Student and Parent portal password in the <b>New Password</b> field. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements.</li> <li>3. Re-enter your new PowerSchool Student and Parent portal password in the <b>Confirm Password</b> field.</li> </ol>

4. Click **Save**. A confirmation message appears indicating your account is updated. Additionally, an account changes confirmation email is sent to your email address.

**Note:** If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.  
**Note:** There are only a certain number of times you may enter an incorrect password before being locked out. If you become locked out, contact your school directly for assistance.
- New password must be at least 6 characters long.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

**Note:** If you change your email address, the account changes confirmation email is sent to both the old and new email addresses.

## How to Add a Student to Your Parent Account

Use this procedure to add one or more students to your parent account. You will need an Access ID and Access Password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

1. On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
2. Click the **Students** tab.
3. On the Students tab, click the **Add** icon to add a student to your parent account. The Add Student dialog appears.
4. Use the following table to enter information in the applicable fields:

**Note:** The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. <b>Note:</b> Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. <b>Note:</b> If you do not have this information, contact your school's Office.
Access Password	Enter the unique access password for the student. <b>Note:</b> If you do not have this information, contact your school's Office.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

5. Click **Submit**. The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation email is sent to your email address.

## Quit the PowerSchool Student and Parent Portal

When finished working in the PowerSchool Student and Parent Portal, it is important to sign out of the application.

### Sign Out of the PowerSchool Student and Parent Portal

You can sign out of the PowerSchool Student and Parent portal from any page in the application.

**Note:** If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to [sign in](#) again.

### How to Sign Out of the PowerSchool Student and Parent Portal

Click **Sign Out** in the header. The Student and Parent Sign In page appears. You must enter your username and password again to re-display the start page.