

# Sussex Regional High School

55 Leonard Drive  
Sussex, NB E4E 2P8  
506-432-2017

September 14<sup>th</sup>, 2018

## PowerSchool Public Portal Parent/Guardian Information

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### *Introduction & Purpose*

The PowerSchool Public Portal is an online tool that enables parents and students to become informed and involved partners in Education. The Public Portal can keep you up-to-date about what's happening at SRHS, and will enable you to track your child's attendance and grades.

**Please note:** Parents/guardians and students agree and understand that the PowerSchool Public Portal is offered on a best effort basis. The District cannot troubleshoot home computer issues. Users are responsible for resolving any technical issues encountered when trying to access this system. However, if you experience any further problems with our PowerSchool system, please contact your School Administrator.

### *Single Sign-on Setup*

PowerSchool's Public Portal uses a single sign-on process for parents/guardians, which means you will have your own individual parent/guardian account, including your personal user name and password. SRHS will provide you with a letter (one letter for each of your children) that provides you with their confidential **Access ID** and **Password**.

### *Working with Student Access IDs & Passwords*

#### *Create an Account*

Follow these steps to create an account for the Parent Portal and Link your child(ren) to your account.

1. Enter the website address into your browser (e.g. Internet Explorer, Firefox, etc.)
2. Click on **Create an Account**  
PLEASE NOTE: For your INITIAL login, it is very important to click **Create and Account. The Student Access ID and Access Password provided to you on the letter from your school is NOT your Username or Password to log into the Parent Portal.** You will create your own unique username and password following steps 5 and 6 below.
3. Enter your first and last name.
4. Enter your email address. This is the email address where you will receive notices from the school. PLEASE NOTE: You must enter a valid email address to create an account.
5. Enter your user name of choice, which you will use each time you Sign-in to the Parent Portal.

6. Create a password, your password must include at least:
  - A minimum of 8 characters
  - 1 upper case letter
  - 1 lower case letter
  - 1 number
  - 1 special character; special characters are the keyboard characters not defined as letters, numbers or spaces. They include ` ~ ! @ # \$ % ^ & \* ( ) \_ - + = { } [ ] \ | : ; " ' < > , . ? /
7. Password tips:
  - Do not write your password down
  - Do not share your password with anyone
  - Do not use common words or information about you that can be easily obtained about you. This includes usernames, birthdates, license plates, telephone numbers, etc.

### *Linking Your Children to Your Parent Account*

- Enter the name of your child exactly as it is printed on the letter from the school. Each child should be setup individually.
- Enter the **Student Access ID** for each child, as per the letter from the school.
- Enter the **Access Password** for each child, as per the letter from the school.
- Select your relationship to the child from the drop-down list.
- Select **Enter**.

### *Parent Sign-off*

Please note: While stringent security protocols are enforced to mitigate the risk of unintentionally exposing student information to the internet, any information hosted on websites or e-mailed has the potential to be viewed/accessed by other Internet users. Parents & students are advised to consider this possibility and strictly adhere to the *Acceptable Computer Use Policy* guidelines.

### *Important*

**Please sign and return the attached form to SRHS to indicate your wish to access your student's information in an online environment by October 1<sup>st</sup>, 2018.** Note: You will be provided the access codes and passwords once the form has been returned signed and if your name was listed as a contact on the information sheet returned earlier this school year.

We look forward to partnering with you through this initiative.

Sincerely,

*The Administration and Staff of SRHS*