



Power School Create Parent Account

<https://ps.rockyview.ab.ca/public>

Click Create Account

The first section on the page, "Create Parent Account," is the information necessary to establish the parent's account. All fields in this section are required, and include the following:

- First Name
- Last Name
- Email (must be unique)
- Desired User Name (must be unique)
- Password
- Re-enter Password

The second section on the page, "Link Students to Account," requires that the information for at least one student be provided, and includes the following:

- Student Name
- Access ID
- Access Password
- Add Relationship (Father, Mother)
- Parents may enter the information for up to seven students when initially establishing their account.

Account Preferences

- **Click on the Account Preferences tab on the Left navigation** to manage account information: name, username, account password, and email address. Parents can also add additional students to their account, provided they have the access ID and access password for any student they wish to add. Please contact Mrs. Bell in the Learning Commons at 403-273-1343 ext 8404 or tbell@rockyview.ab.ca for this information.

Email Preferences in the PowerSchool Parent Portal

- Once a parent has signed into Powerschool, click the Email Preferences tab in the **left hand navigation menu**. Parents will be able to customize their email preferences for each student to receive email updates for, Current grades and attendance, Attendance reports.