

Dear Parent and Guardians:

**Here is how you will go about creating your Parent/Guardian 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/guardian account. If you do not have this information, or you have questions, contact your school's office.

1. Open your Web browser to <https://powerschool.phrd.ab.ca/public> (this is the PowerSchool Parent Portal URL). The Log In page appears.
2. Click Create Account. The Create Parent/Guardian Account page appears
3. Use the following table to enter information in the Create Parent/Guardian 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 Email Notifications
Desired User Name	Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The username must be unique. If you enter a username 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 logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 6 characters.
Re-enter Password	Re-enter the password you would like to use when logging into the PowerSchool Parent Portal. The password you enter must match the password entered in the Password field

4. 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. Note: 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. Note: If you do not have this information, contact your school's office.
Access Password	Enter the unique access password for the student. Note: 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.

Repeat these steps for each of your children in Pembina Hills to link them to your new login information.