

Good afternoon parents,

If you are new to Golden Hills School Division 75 or have never created a Power School parent portal account, we would like to introduce you to our Power School parent portal system.

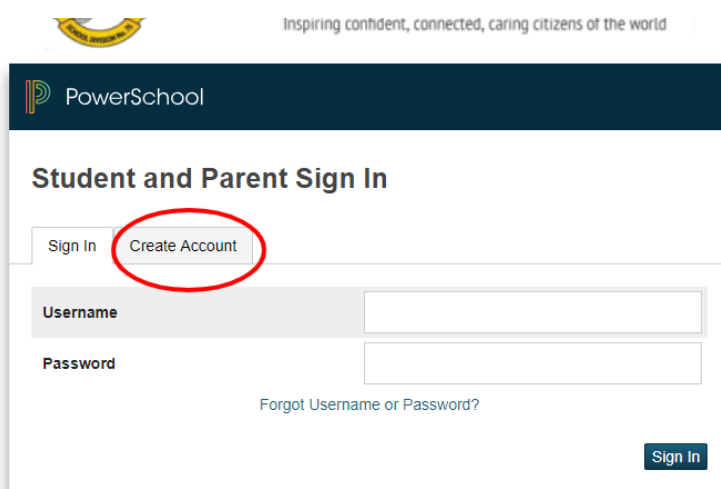
You will use this system to access all information on your student including attendance, class schedule and quarterly report cards. Also, to complete Annual Demographic Forms and FOIP forms.

In order to complete the registration process you will need your child's student ID# which can be found:

1. **at the top of any past report card from any school within Golden Hills School division.**
2. Attached to this information which was in your child's agenda; or
3. If you are unable to access this information please call us at the school 403-823-5244.

Please follow the process below for setting up a Power School account.

1. go to <https://sis.ghsd75.ca/public/>
2. choose CREATE ACCOUNT where it will walk you through the process of setting up your account and linking students.

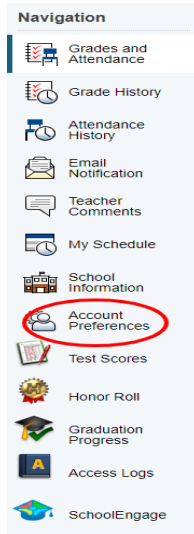


The screenshot shows the PowerSchool login interface. At the top, there is a logo for Golden Hills School Division 75 with the tagline "Inspiring confident, connected, caring citizens of the world". Below this is the PowerSchool logo. The main heading is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account", with "Create Account" circled in red. Below the buttons are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form.

If you have a student who has attended a Golden Hills School for whom you already have a Power School account you will follow the simple process of **adding a student to your current account**.

When logged in to Power School (this process must be completed on a computer):

1. choose ACCOUNT PREFERENCES (on the left side)



2. choose STUDENTS TAB (along the top)
3. click ADD

Account Preferences - Students



4. enter STUDENT NAME, STUDENT ID # & DOB (mdyyyy format ... for example January is just 1, February is just 2, etc) and click "OK"

A screenshot of the 'Add Student' dialog box. The dialog box has a title bar 'Add Student' and a close button. It contains a section titled 'Student Access Information' with four input fields: 'Student Legal Name (First Last)', 'School ID Number', 'Student DOB (mdyyyy)', and 'Relationship' (a dropdown menu with '-- Choose' selected). At the bottom right of the dialog box are 'Cancel' and 'OK' buttons.

You are now done. Thank you for taking the time to set this up.