

# Creating a PowerSchool Parent Account

Use this guide to create a PowerSchool Parent account which allows parents of multiple students to monitor their children's schooling more efficiently.

1. Visit the Gateway homepage (<http://gateway.rdpsd.ab.ca/>) and click on the PowerSchool link or go directly to <https://powerschool.rdpsd.ab.ca/public/>

The screenshot shows the Gateway homepage with three main sections: Quicklinks, Features, and Teacher Pages. In the Quicklinks section, the 'POWERSCHOOL Marks for grades 6-12' link is circled in red. A red arrow points from this link to the 'Create Account' button in the PowerSchool account creation form shown in the next step.

2. Click the "Create Account" tab and then "Create Account."

The screenshot shows the PowerSchool 'Create an Account' form. At the top, there are two tabs: 'Sign In' and 'Create Account'. A red arrow points to the 'Create Account' tab. Below the tabs, the text reads: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)' At the bottom right of the form, there is a blue 'Create Account' button, which is circled in red.

3. Fill in your Parent Account information:
  - a. First Name
  - b. Last Name
  - c. Email
  - d. Desired Username
  - e. Password

- f. Re-enter Password
4. Enter your child's student information. This can be gained from your child or contact your local school.
    - a. Student Name
    - b. Access ID - **\*IMPORTANT\*** - **ADD** a **"P"** to the end of your child's student ID. Example: **turnbullc234** becomes **turnbullc234P**. It will not work unless this is done.
    - c. Access Password
    - d. Relationship

**PowerSchool**

### Create Parent Account

First Name	<input type="text"/>	←
Last Name	<input type="text"/>	←
Email	<input type="text"/>	←
Desired Username	<input type="text"/>	←
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	←

Password must:  
•Be at least 6 characters long

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student to link to your Parent Account

**1**

Student Name	<input type="text"/>	→
Access ID	<input type="text"/>	→
Access Password	<input type="password"/>	→
Relationship	-- Choose	→

**2**

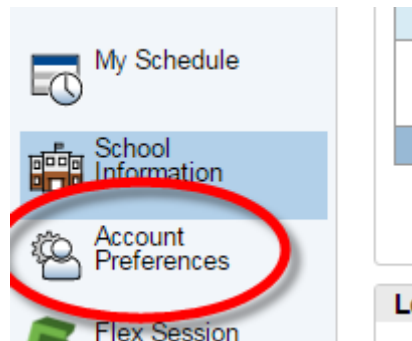
Student Name	<input type="text"/>
Access ID	<input type="text"/>

When entering Student ID - use your child's school ID however **ADD** a **"P"** to the end of it. Example: **turnbullc234** becomes **turnbullc234P**.

5. Click "enter" when completed.
6. Return to sign-in page and log in.

# To ADD any additional children to your PowerSchool Parent Account

1. On the left side of the screen choose "Account Preferences"



2. Click the "Student" tab and then choose "ADD."

## Account Preferences - Students



3. Enter the requested information. Remember to add a "P" to your child's student Access ID as you did above.

student to your Parent account, click the ADD button.

### Add Student

Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▼