

Parent Login and Student Account Set Up

Finding the correct Parent Log-In screen

Please **do not** Google PowerSchool. There are many school divisions using this software and your log in will only work with the Prairies Spirit PowerSchool server.

Using Google Chrome or Firefox as your browser, go to: <http://www.spiritsd.ca/> Click on **PowerSchool Student/Parent Access**. (Internet Explorer is not compatible with PowerParent/Student)

The screenshot shows the homepage of the Prairies Spirit School Division. At the top, the logo reads "PRAIRIE SPIRIT SCHOOL DIVISION" with a tagline: "Over 10,000 students in 45 schools in 26 communities surrounding the City of Saskatoon in the province of Saskatchewan". Below the logo is a navigation menu with links: MOST VISITED, EMPLOYMENT, SCHOOLS, GOALS, ENROLMENT, and OUR TEAM.

Mission and Vision statements are listed below the menu:

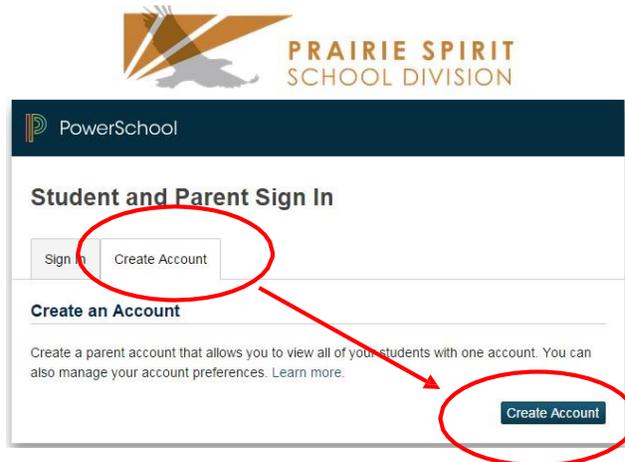
MISSION: Learning without limits in a world of possibilities.
VISION: Learners for life.

The "MOST VISITED" section features several links, each with a thumbnail image and a description:

- TRANSPORTATION**: Check bus cancellations or call the bus hotline: 306-983-7805. (Thumbnail: Yellow school buses)
- CALENDAR**: 2015-16 | 2016-17. (Thumbnail: Calendar page)
- REGISTER**: Student registration quick reference chart. (Thumbnail: Three children smiling)
- FOUNDATION**: Get involved. Support the Prairies Spirit Schools Foundation. (Thumbnail: Group of people outdoors)
- POWERSCHOOL**: Parent and Student Entrance. (Thumbnail: A glowing number '92' on a table, with a red arrow pointing to it)
- ATHLETICS**: Central Valley Athletic Conference. (Thumbnail: Basketball players)
- TECH SUPPORT**: The Prairies Spirit Help Desk now available to Students! (Thumbnail: Two people at a computer)
- EAST | WEST | MUSIC**: Talk to your school principal. Regional availability. (Thumbnail: A person playing a keyboard)

First Time Login

Select the **Create Account Tab** (the username and password is not used now) and then select the **Create Account** button.



Complete the **Parent Account** page.

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"/>
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 you wish to add to your Parent Account			
1	Student Name	<input type="text"/>	
	Access ID	<input type="text"/>	
	Access Password	<input type="password"/>	
	Relationship	<input type="text" value="-- Choose"/>	
2	Student Name	<input type="text"/>	
	Access ID	<input type="text"/>	
	Access Password	<input type="password"/>	
	Relationship	<input type="text" value="-- Choose"/>	

Enter the parent information and the email address.

Choose a user id and a secure password that you will remember.

Link the student(s) to your account. The **Access ID** and **Access Password** are generated by PowerSchool and provided to parents by the school the student is attending. A separate Access Id and Access Password is required for each student.

Select your **Relationship** to the student i.e. Mother, Father from the drop-down

Select **Enter** to commit your account registration.

Note The user id and password supplied is just for connecting the student's account to the parent's account and is not required after the parent account is set up. It is not for use as entrance credentials to PowerParent/Student.

Subsequent Log In

For subsequent Log In, enter the **Username** and **Password** that were set up on the first Log In (not the Create Account). Select **Sign In**.

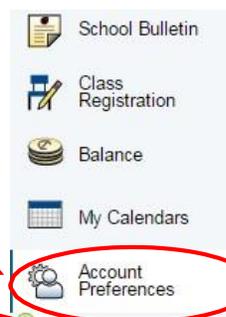


Adding More Students after an Account has been Set Up

Log in to the parent account.

Select **Account Preferences** from the Menu on the left.

Select **Students** Tab and Select **Add**

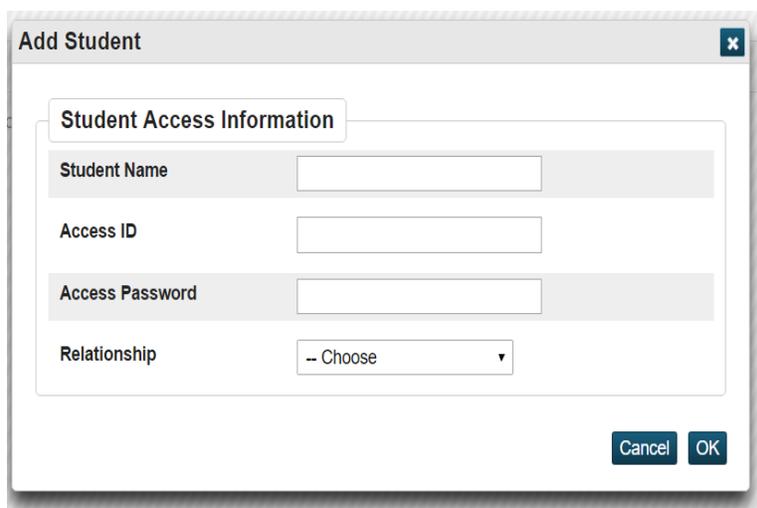


Add

My Students

To add a student to your Parent account, click the ADD button.

Enter the **Student Name**, **Access ID** and **Access Password** (provided by the school) and select the **Relationship**, **Submit**



Updating Demographics:

- Once you have logged in to PowerParent – the first page that opens if the Grades and Attendance page. On the left-side menu – click on the **Demographic Change** icon.

Grades and Attendance:

Click on the mark to see the Assignments for each Overall Grade.

Exp	Last Week					This Week					Course	S1	Q1	Q2	S2	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F								
1(A-F)											Health Education 9 Lade, Jeannie - Rm: P03	4 95	-	-	-	-	0	0
1(A-F)											Physical Education 9 Reis, Jesse - Rm: Gym 3	-	-	-	-	-	0	0
2(A,C,E)											French 9 Schneider, Jennifer - Rm: B72	4 99	-	-	-	-	1	0
2(A,C,E)											Computer Applications 9 Wiebe, Dale - Rm: B55	-	-	-	-	-	0	0
2(B,D,F)											Arts Education 9 Fishley, Tennille - Rm: B45	-	-	-	-	-	0	0
2(B,D,F)											Home Economics 9 Sadoway, Jennifer - Rm: B20	-	-	-	-	-	0	0
3(A-F)											Mathematics 9 Henkelman, Kelley - Rm: B49	4 97	-	-	-	4 97	1	0
4(A-F)											English Language Arts 9 Hall, Courtney - Rm: P01	3 82	-	-	-	3 82	1	0
5(A-F)											Social Studies 9 Fishley, Tennille - Rm: B45	4 95	-	-	-	-	0	1
5(A-F)											Science 9 Neufekit, Andrew - Rm: A13	-	-	-	-	-	0	0
Attendance Totals																3	1	

Legend
Attendance Codes: Blank=Present | A=Absent - Unverified or Unexcused | I=Illness or Medical | PA=Parent Excused Absence | L=Late | PL=Parent Excused Late | SE=School Excused Absence | AOG=Bus/Weather/Watermain | ISS=In-School Suspension | OSS=Out of School Suspension | PAV=Parent Excused Absence - Vacation |

- The next page that opens has all of the information that is **currently in PowerSchool** – beside that are empty boxes where you can input the **new demographic information!**

Demographic Update

Click on the section heading to expand the section you wish to edit.

General Student Information

On file with the school

Name (lastfirst MI) Josie Smith
Gender Female
Date of Birth January 5, 2001

Please make your updates
 Contact school if name is incorrect. Legal documentation may be required.
 Contact school if gender is incorrect. Legal documentation may be required.
 Contact school if birthdate is incorrect. Legal documentation may be required.

Primary Contacts

Additional Contacts

Medical Information

Consent Information

Immigration/Ethnicity

Select... Submit

3. There are several sections that need to be completed – click on each section to open it and check that the data is accurate.

▶ Primary Contacts

▶ Additional Contacts

▶ Medical Information

▶ Consent Information

▶ Immigration/Ethnicity

4. Once you have completed entering all of the necessary information, at the bottom of the demographics page is a drop down menu

▶ Consent Information

▶ Immigration/Ethnicity

Select... Submit

5. Once you have reviewed the information and made the changes, if any are required, click the submit button.

▶ Consent Information

▶ Immigration/Ethnicity

Information has been updated/verified Submit

6. Once you have submitted your information, your updates are complete.

NOTE:

1. Even if there are no changes to the demographics – parents must submit the form – that is necessary to keep our consent forms current.
2. Updates to the demographics pages can be made continuously throughout the school year as changes happen – this keeps the school informed of the latest information.

6. Class Registration

This area is used for on-line registration for next year's classes. Check with your school to ensure this option is available for your school.

View course requests

Grade 10 Required Courses All the following must be selected. For other arrangements, please contact the school office.	ELA A 10 4017 - 1 credits Prerequisite: ELA 9 (Credit)	ELA B 10 4018 - 1 credits Prerequisite: ELA 9 (Credit)	Science 10 4214 - 1 credits Prerequisite: None (Credit)	History 10 4306 - 1 credits Prerequisite: None (Credit)	Wellness 10 4800 - 1 credits Prerequisite: None (Credit)	Info Proc 10 5200 - 1 credits Prerequisite: None (Credit)		
Grade 10 Math Courses Students must select at least one of these courses.	Workpl and Apprent Math 4423 - 1 credits Prerequisite: None (Credit)	Found of Math and Pre-Cal 4424 - 1 credits Prerequisite: Math 9 (Credit)						
Grade 10 Electives Please select two options from the list. If you only selected one math course, please select 3 electives	French 10 4019 - 1 credits Prerequisite: None (Credit)	Photography 10 5019 - 1 credits Prerequisite: None (Credit)						
Requires 10 credit hours. Requesting 10 credit hours.								

Submit

Once courses have been chosen, the list of courses requested will be listed on this page – the course catalog describes the courses that are offered at the school.

2017-2018 Course Requests: Alejandrino, Leeyann Pardillo

Cr Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 6017	ELA 20	Required	1.00	4017 ELA A10 & 4018 ELA B10
2. 6247	Physical Science 20	Required	1.00	Available to all schools 2014_15 -- 4214Science 10
3. 6340	Psychology 20	Required	1.00	No prerequisite required.
4. 6425	Foundations of Math 20	Required	1.00	4425 Foundations of Math and Pre-Calculus 10
5. 5205	Accounting 10	Elective	1.00	No prerequisite required.
6. 6245	Health Science 20	Elective	1.00	Available 2014-2015, 4214 Science 10
7. 6306	History 20	Elective	1.00	Recommended 4306 History 10
8. 7205	Accounting 20	Elective	1.00	5205 Accounting 10
9. 8340	Psychology 30	Elective	1.00	No prerequisite required.
10. 8425	Foundations of Math 30	Elective	1.00	6425 Foundations of Math 20
Total Credit Hours Requested			10.00	

Course Catalog

7. Account Preferences

If a change of password or personal information is needed, please use this area to make the appropriate login changes.

Profile Students

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Select Language	Select a Language ▼
New Username:	<input type="text"/>
Enter your current password and the new password you would like	
New password must:	
• Be at least 6 characters long	
Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

Cancel Save

Once you log in to your account – navigate through the left-side menu and see what is available from your school – and contact your school if there is something listed above that is not there that you would be interested in having your school start using!!