

How to create an account for the Student/Parent Portal.

Go to the PowerSchool site by entering <https://sis.ghsd75.ca> into any browser or click on the PowerSchool link on the PCA website
If you already have an account simply enter your username and password.



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The image shows a screenshot of the PowerSchool website's "Student and Parent Sign In" page. The page has a dark blue header with the PowerSchool logo and name. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" and "Create Account". A blue box with an arrow points to the "Create Account" tab, containing the text: "If you need to create an account select this tab." Below the tabs are two input fields: "Username" and "Password". A blue box with two arrows points to these fields, containing the text: "If a student or you have already created an account log in here." At the bottom right of the form is a "Sign In" button. The text "Username or Password?" is partially visible below the password field.

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Selecting the Create Account tab will take you to this screen

Once here simply select create account



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Student and Parent Sign In

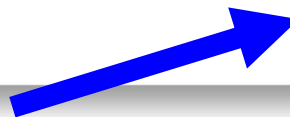
Sign In

Create Account

Create an Account

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.](#)

Create Account



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Create Parent account



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PowerSchool

Create Parent Account

Parent Account Details

1 First Name

Last Name 2

3 Email

4 Desired Username

5 Password 6

7 Re-enter Password

Password must: •Be at least 7 characters long •Contain at least one uppercase and one lowercase letter •Contain at least one letter and one number •Contain at least one special character

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

8 Student Legal Name (First Last)

School ID Number 9

10 Student DOB (mdyyyy)

Relationship -- Choose 11

This is where most of the work is done:

1. Simply enter your first name.
2. Enter your last name.
3. Enter the email address you will use for PCA to contact you.

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4. The desired user name can be anything you choose.
5. Enter your desired password based on the requirements listed.
6. This will show you a barred indicator as to how strong a password you have created.
7. Re-enter your password.
8. If you have more than one child, even in multiple Golden Hills schools, this is where you enter each child's information starting with their legal first name and last name.
9. The Student ID Number is **not** their ASN (Alberta Student Number). It is the number set by the database and it can be found on a printout of their timetable or report card. (or call the office and we can give it to you)
10. Enter your child's date of birth. Take note of the format that it needs to be entered as.
11. Finally, indicate your relationship to the student.

If you have more than one child attending a school in Golden Hills, begin again at step 8. There will be a submit button at the bottom right of the screen. Select submit and you will be ready to log into the Student/Parent Portal for PowerSchool.