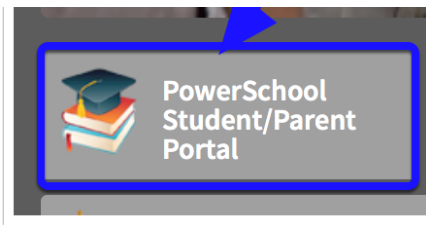


# How to create an account for the Student/Parent Portal.

*If you are a Golden Hills student you do not need to create an account. You simply need to use your network username and password to access your information.*

Select the PowerSchool link on our School's Website.



Selecting the PowerSchool link will take you to this screen to sign in. You can also get to the log in screen by entering [sis.ghsd75.ca](http://sis.ghsd75.ca) into any browser. If you already have an account simply enter your username and password.


A screenshot of the PowerSchool login page for Golden Hills School Division No. 75. The page features the school's logo and name at the top. Below the logo is a blue header with the "PowerSchool" logo. Underneath the header are two buttons: "Sign In" and "Create Account". A blue arrow points from a callout box to the "Create Account" button. Below the buttons is the "Student and Parent Sign In" section, which contains two input fields: "Username" and "Password". Two blue arrows point from a second callout box to these input fields. A "Having trouble?" link is visible below the password field. The callout boxes provide instructions: "If you need to create an account select this tab." and "If a student or you have already created an account log in here."

Selecting the Create Account tab will take you to this screen.

Once here simply select create account.



# Create Parent Account



**GOLDEN HILLS SCHOOL DIVISION No.75**  
Inspiring confident, connected, caring citizens of the world

**PowerSchool**

### Create Parent Account

First Name	<input type="text"/>	1		
Last Name	<input type="text"/>	2		
Email	<input type="text"/>	3		
Desired Username	<input type="text"/>	4		
Password	<input type="password"/>	5	<input type="password"/>	6
Re-enter Password	<input type="password"/>	7		

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	<input type="text"/>	
Student Legal Name (First Last)	<input type="text"/>	8
School ID Number	<input type="text"/>	9
Student DOB (mm/dd/yyyy)	<input type="text" value="mm/dd/yyyy"/>	10
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 the School to contact you.
4. The default 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 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. It can be found on a printout of their timetable or report card.
10. Enter your child's date of birth. Ensure that all single digit numbers begin with a "0" for example: 01/05/2000.
11. Finally, indicate your relationship to the student.

If you have more than one child attending a school in GHSD, 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.