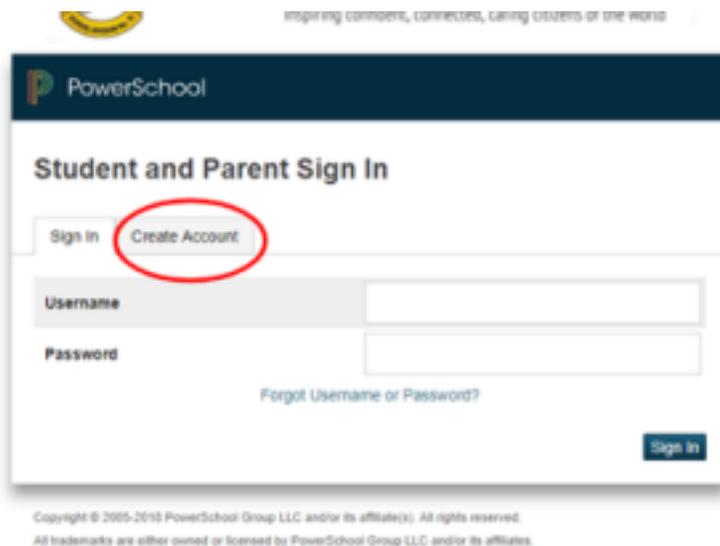


Please follow the process below for setting up a PowerSchool account.

1. go to <https://sis.ghsd75.ca/public/> or click the PowerSchool link on the Trochu Valley webpage
2. choose CREATE ACCOUNT



inspiring concerns, connecting, caring citizens of the world

PowerSchool

Student and Parent Sign In

Sign In **Create Account**

Username

Password

[Forgot Username or Password?](#)

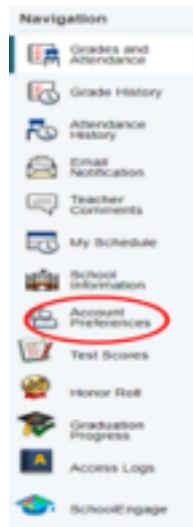
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Follow the steps:

1. 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 desired user name can be anything you choose but **must not** contain spaces.
5. Enter your 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. The School ID Number refers to a Student Number that has been assigned to your child by the School. It is **not** their ASN, Alberta Student Number. It is the number set by the database. It can be found on a printout of a report card or **it is included in this email**.
9. Enter your child's date of birth in the format mdyyyy - month day year- **this is very specific, the date must not have a zero in front (ex. January 1, 2004 would be 112004, February 5, 2005 would be 252005)**
10. Finally, indicate your relationship to the student.
11. Please note, if you have more than one child attending Golden Hills schools it is recommended that you use this process for the first child and then use the following instructions for adding a student.

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

A window titled "Add Student" with a close button in the top right corner. It contains a section titled "Student Access Information" with the following fields: "Student Legal Name (First Last)" with a text input field, "School ID Number" with a text input field, "Student DOB (mm/yyyy)" with a text input field, and "Relationship" with a dropdown menu showing "-- Choose". At the bottom right are "Cancel" and "OK" buttons.

4. Enter STUDENT NAME, STUDENT ID #, DOB, & RELATIONSHIP and click "OK"

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