



# How to Create a PowerSchool Account

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*Note: This guide is intended for parents/guardians with students that currently attend Lethbridge School Division.*

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## How to Create a PowerSchool Account

**STEP 1**– Open your internet browser and navigate to the following address:

<https://ps.lethsd.ab.ca>

**STEP 2**- Click on **Create Account**

PowerSchool

### Student and Parent Sign In

Sign In **Create Account**

Select Language English

Username

Password

[Forgot Username or Password?](#)

Sign In

**STEP 3**- Complete the **Create Parent Account** form

PowerSchool

### Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: \*Be at least 7 characters long

Link Students to Account

**STEP 4-** Complete the **Link Students to Accounts** form. The **Access ID** and **Access Password** can be obtained from your school office.

*Note: You must have a minimum of one student linked to your account.*

### Link Students to Account

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

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

**STEP 5-** Click on **Enter** (Located at the bottom of the form) to submit.

## How to Access your child's Report Card

**STEP 1-** Navigate to the Parent Portal by using the following address: <http://ps.lethsd.ab.ca>

**STEP 2-** Log in with your **Parent account**



### Student and Parent Sign In

Sign In Create Account

Select Language English ▼

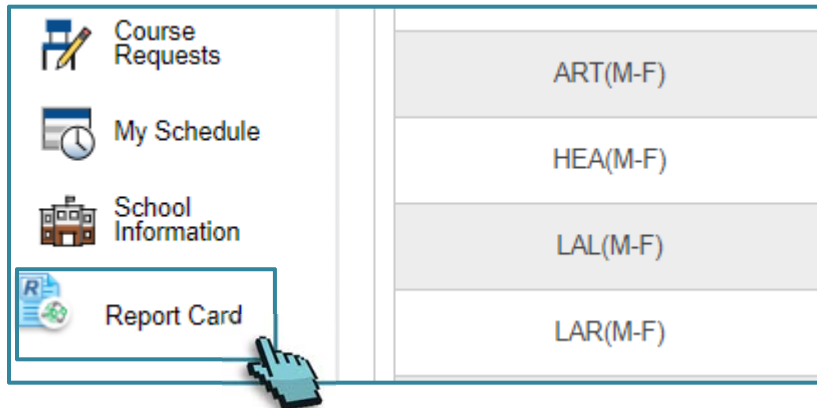
Username

Password

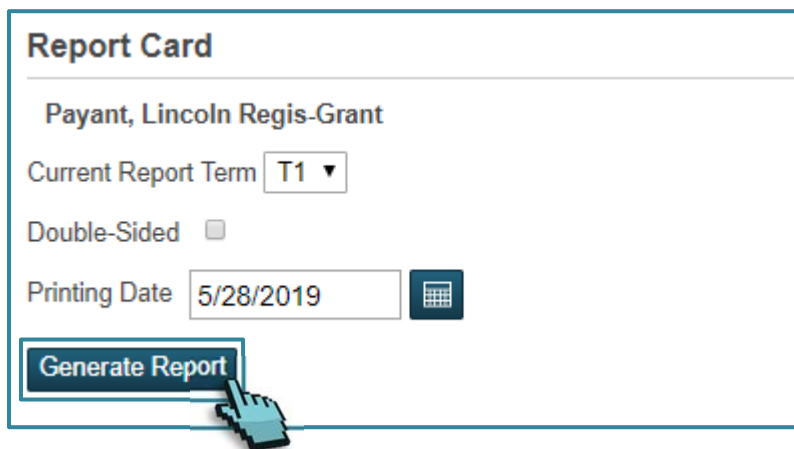
[Forgot Username or Password?](#)

**Sign In**

**STEP 3-** Click on the **Report Card** button (located in the bottom left side of the screen)



**STEP 4-** Click on **Generate Report.**



*Printing Tip:* After generating a report card, press CTRL+P to open your browser's printing options (Microsoft Windows)

## How to view Teacher Comments

**STEP 1-** Navigate to the Parent Portal by using the following address: <http://ps.lethsd.ab.ca>

**STEP 2-** Log in with your **Parent account**

**STEP 3-** Click on **Teacher Comments** (Located on the left side of the screen)

*NOTE:* Teacher comments will be displayed next to each course in the Comments column.