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Nova Scotia Student Information System

Nova Scotia Public Education System

# How to Sign Up for the Parent Portal

User Guide

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## 1 THE PARENT PORTAL OVERVIEW

PowerSchool's Parent Portal is where you can have your own account to access attendance, assessments, student schedule, report card grades, teacher comments, and bulletins for all students linked to the account. Students linked to your Portal account may be your own children, foster children, or any child under your guardianship. Each user should have their own account.

## 2 FIRST PARENT ACCOUNT?

If you do not have an account, contact the school so that an account can be created for you. The school will associate the student/s to your account and provide you with your login instructions.

## 3 ADDING ADDITIONAL STUDENTS TO AN EXISTING ACCOUNT

Once your Portal account is set up and your children linked, you may add additional students to your account. Before you proceed you will require the student's **Access ID** and **Access Password** for each additional student. Contact the student's school to request the student's Access Information.

Once you receive the information, sign into your existing account, and follow the steps below.

1. Click on the **Account Preferences** link.
2. Click on the **Students** tab.
3. Click the **Add** button to add the student using the provided Access ID and Access Password.

