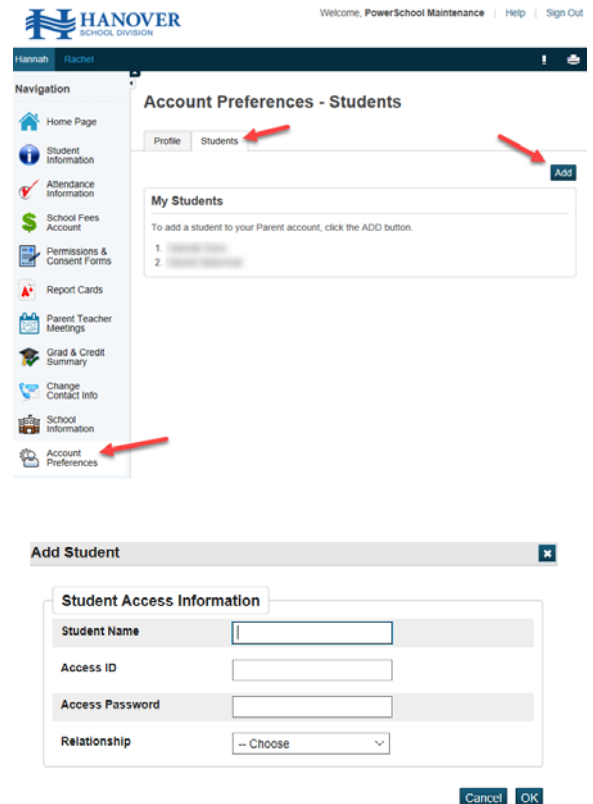


Stay Connected and Informed. The HSD Parent Portal is a communications tool designed to enhance and increase parent/guardian involvement in the education of their children. The portal provides parents/guardians with secure online access to our Student Information System.

ADDING A STUDENT TO AN EXISTING PARENT PORTAL ACCOUNT

If you already have an HSD Parent Portal Account, you can simply add a student to your account.

1. Login to your Parent Portal account and click the ADD A STUDENT option on the home page or click the ACCOUNT PREFERENCES icon and select the STUDENTS tab.
2. Click the ADD button.
3. Enter your student’s name (try first name only).
4. Enter the Access ID that was provided to you by your school for that student (note that this is CASE SENSITIVE). Each child has their own Access ID.
5. Enter the Access Password. The password is the student’s date of birth in this format: m/d/yyyy
Examples:
April 7, 2012 enter 4/7/2012
December 17, 2012 enter 12/17/2012
6. Enter your relationship to the student.
7. Click OK.
8. If successful, you will see the additional student name in the header bar. Select the student name to view their information.



CREATING A NEW PARENT PORTAL ACCOUNT

If you have never created an HSD Parent Portal Account, you will need to follow these steps.

1. Visit <https://powerschool.hsd.ca>

2. Select the CREATE ACCOUNT tab.

3. Click CREATE ACCOUNT.

4. Enter your FIRST and LAST name, and your EMAIL address.

5. Choose a USERNAME and PASSWORD. If two parents set up accounts, each username will need to be unique.

6. Enter your student's name (try first name only).

7. Enter the Access ID that was provided to you by your school for that student (note that this is CASE SENSITIVE). Each child has their own Access ID.

8. Enter the Access Password. The password is the student's date of birth in this format: m/d/yyyy
Examples:

April 7, 2012 enter 4/7/2012

December 17, 2012 enter 12/17/2012

9. Enter your relationship to the student.

10. Scroll to the bottom and click ENTER.

11. We recommend that you initially create your account for one student only and then add any additional students using the Account Preferences option once you have logged in for the first time.

12. Scroll to the bottom of the page and click enter.

13. If successful, you will see a message prompting you to login. If there is an error, you will see a message indicating which information needs to be changed.

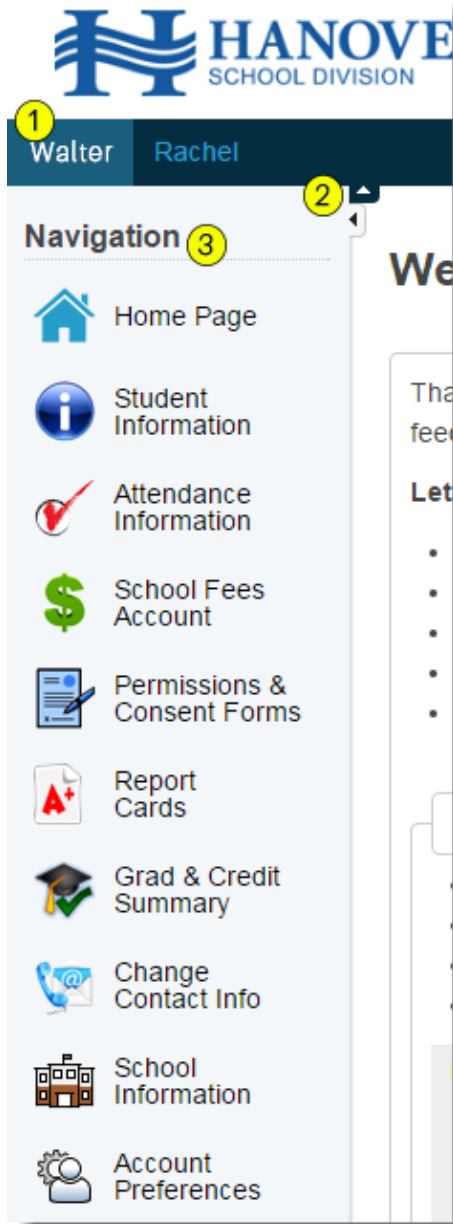
14. If you forget your user name or password, click the **FORGOT USERNAME OR PASSWORD** link. You should receive an email to help you get logged in.



PowerSchool
Student and Parent Sign In
Sign In Create Account
Username
Password
Forgot Use
PowerSchool
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


PowerSchool
Create Parent Account
First Name
Last Name
Email
Desired Username
Password
Re-enter Password
Password must: *Be at least 8 characters long

PowerSchool
Link Students to Account
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account
1
Student Name
Access ID
Access Password
Relationship -- Choose



Once logged into the Parent Portal, you will see the home page and a menu bar on the left.

- 1 Student Bar – All student names associated with your account will be shown here. Select the student name to see their information.
- 2 The two small arrows collapse the top or left menu bars, giving your screen a larger information area. Click the collapsed arrows to expand again.
- 3 The **Navigation Menu** shows you the options available for the child you have selected.
 - **Home Page** – Brings you back to the start page.
 - **Student Information** – Displays several tabs of information including registration verification information, transportation, course enrollments/schedule and parent volunteer information.
 - **Attendance Information**¹ – Displays all attendance entries, including past years, and allows you to excuse absences for your child.
 - **School Fees Account** – Displays the student’s school account transactions and balance. Also allows you to add funds through an online payment.
 - **Permissions & Consent Forms** – Allows you to view and approve consent forms.
 - **Report Cards**² – Displays links to the student’s report cards.
 - **Grad & Credit Summary**³ – Displays the student’s current graduation progress and all earned credits to date.
 - **Change Contact Info** – Allows you to request change of information such as addresses and phone numbers.
 - **School Information** – Displays the school’s event calendar and contact information.
 - **Account Preferences** – On the PROFILE tab you can edit your account information as well as view who has access to your child’s account. Selecting the STUDENTS tab allows you to add additional children to your account.

 Clicking on the info button will show you information and help for the screen you are viewing.

1. Attendance history goes back to 2012-2013.
 2. Report Card history goes back to June 2016.
 3. Grad and Credit Summary is for reference only. Be sure to consult with your child’s school if you have any questions or concerns.