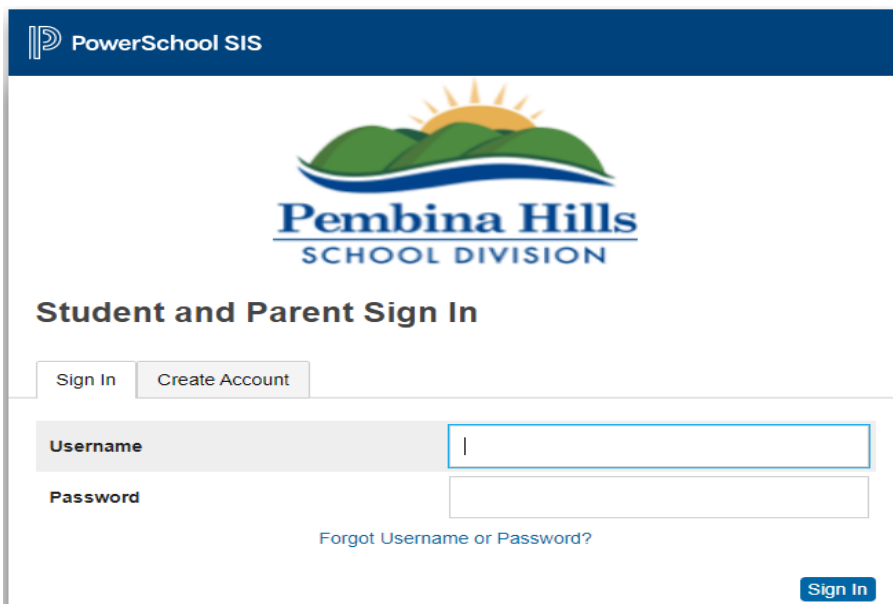# Creating your Parent/Guardian Login Account

Important: The access ID and password on your child's letter does **NOT** represent the parent/guardian username and password. **Parents/guardians will create their own unique username and password**. The access ID and password simply allow parents to 'link' students to their portal login account - so that you can view their attendance records (and eventually grades, assignments and teacher comments).

Follow these steps to create your login account:

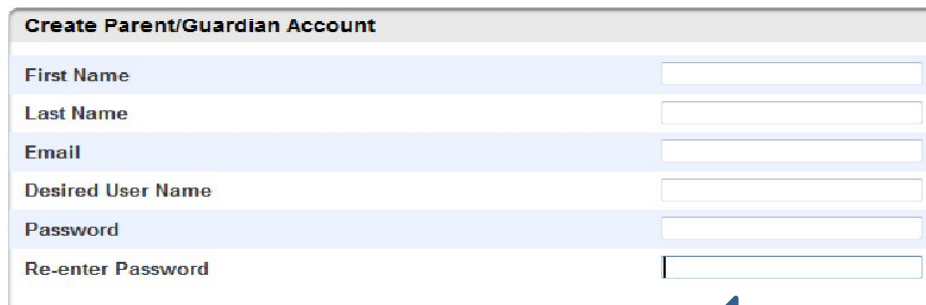Enter the Portal website address into your internet browser
https://powerschool.pembinahills.ca/public

After doing so, you will see this image:

2. Click on the **Create Account** button.

3. As depicted in the below image, create your parent/guardian account by completing the following fields:

      i.   Enter your first and last name.

    ii.   Enter your email address; this is the email address to which all notices from the school are sent.

   iii.   Enter a **USER NAME** of your choice, it must **NOT CONTAIN A SPACE, HYPHEN OR SPECIAL CHARACTER**.

   iv.   Enter a password. As you type your password, PowerSchool determines the strength of the password and you have a visual display of the strength from weak, to better to strong. The stronger the password, the more secure it is. Choose a password that you can remember but that is difficult for others to guess. **IMPORTANT!! Your password MUST be at least EIGHT (8) characters in length.**

4. The next part of the setup process requires you to link your child(ren) to your account (the children you can link to your account may be your own children, foster children or any child under your guardianship):

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.				-- Choose
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

enter

    i.   Enter the name of your children you wish to have access to on a separate line.

    ii.   Enter the Access ID for each child, as per the letter from their school.

   iii.   Enter the Access Password for each child, as per the letter from their school.

   iv.   Select, from the list, your relationship to the child (e.g., "Mother, natural/adoptive").

    v.   Click Enter.

Once you have created your account (and chosen your own username and password) and linked your child(ren) to your account, you can now log in to the Parent Portal.

Return to the Parent Portal login page, and using your newly created username/password, enter them into the appropriate fields and click the 'Submit' button.

Your username and password will now be used as your login to the Parent Portal from this moment onwards (and there is no need to return to the 'Create Account' page again).

Student and Parent Sign In

Sign In	Create Account

Username	
Password	

Forgot Username or Password?