



NLPS Parent Guide

What is the PowerSchool Parent Portal?

- Allows **parents** to access their child's information in one place:
 - Report Cards
 - Attendance
 - Grades (for students in Grades 5+)
 - Set up email notifications
 - View teacher comments
 - View school contact information
 - Set up account preferences
 - Connect to School Messenger
 - Connect to School Engage (forms)

How is it different from the Student Portal?

- Students have their own logins to see their information:
 - Attendance
 - Grades
 - Email Notifications
 - Teacher Comments
 - Fill out forms in School Engage that are for students (Summer School Application)

App or online (web browser)?

- The app is good if you want to receive notifications
- App has limited features
 - Less information available
 - No access to School Engage
 - Can't create an account or add students
- App is not supported by NLPS

What is School Engage?

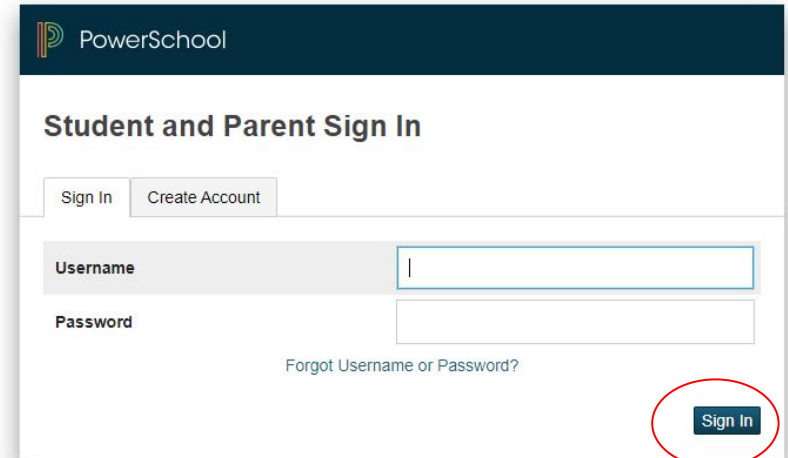
- Links to PowerSchool for Collection of Forms
 - Online Registrations
 - Preschool
 - K-12
 - Out of School Care (where available)
 - Transportation
 - Summer School (through the Student Portal)
 - Student Update and Verification Form
- Future Potential Uses (under development)
 - Field trips and other classroom-related forms

What do parents need to do?

- If you do not already have a Parent Portal account, you will need to contact your child's school and they will assist you with setting up an account.
- If you already have an account, but have forgotten your username and/or password, you will need to contact your child's school for assistance.

Logging In

- Go to <https://powerschool.nlsd.ab.ca/public/>
- Enter your Username and Password
- Click Sign in



PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

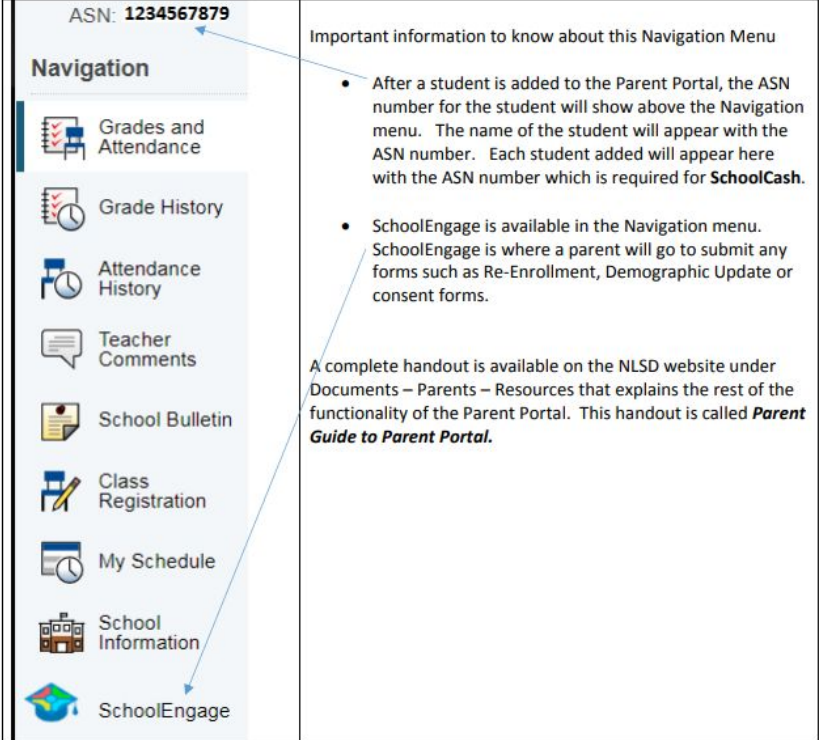
[Forgot Username or Password?](#)

Sign In

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Now what?

- At the top you should see your children's names listed - click on their name to see the information associated with them
- Menu items are on the left hand side
 - Grades and Attendance
 - Email Notification
 - Teacher Comments



ASN: 1234567879

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- SchoolEngage

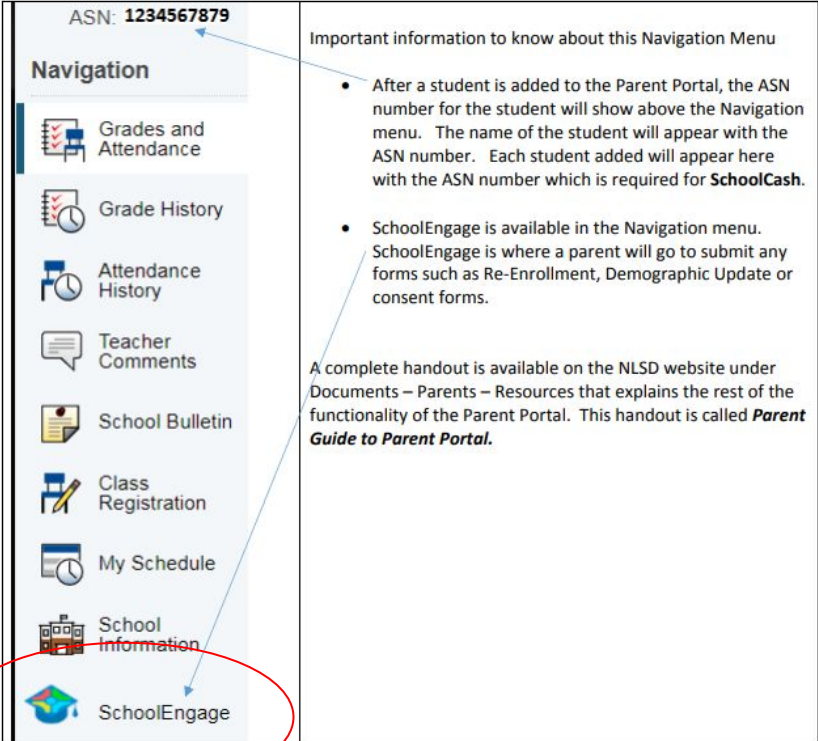
Important information to know about this Navigation Menu

- After a student is added to the Parent Portal, the ASN number for the student will show above the Navigation menu. The name of the student will appear with the ASN number. Each student added will appear here with the ASN number which is required for **SchoolCash**.
- SchoolEngage is available in the Navigation menu. SchoolEngage is where a parent will go to submit any forms such as Re-Enrollment, Demographic Update or consent forms.

A complete handout is available on the NLSD website under Documents – Parents – Resources that explains the rest of the functionality of the Parent Portal. This handout is called **Parent Guide to Parent Portal**.

Accessing School Engage

- Link is at the bottom of the left hand menu



ASN: 1234567879

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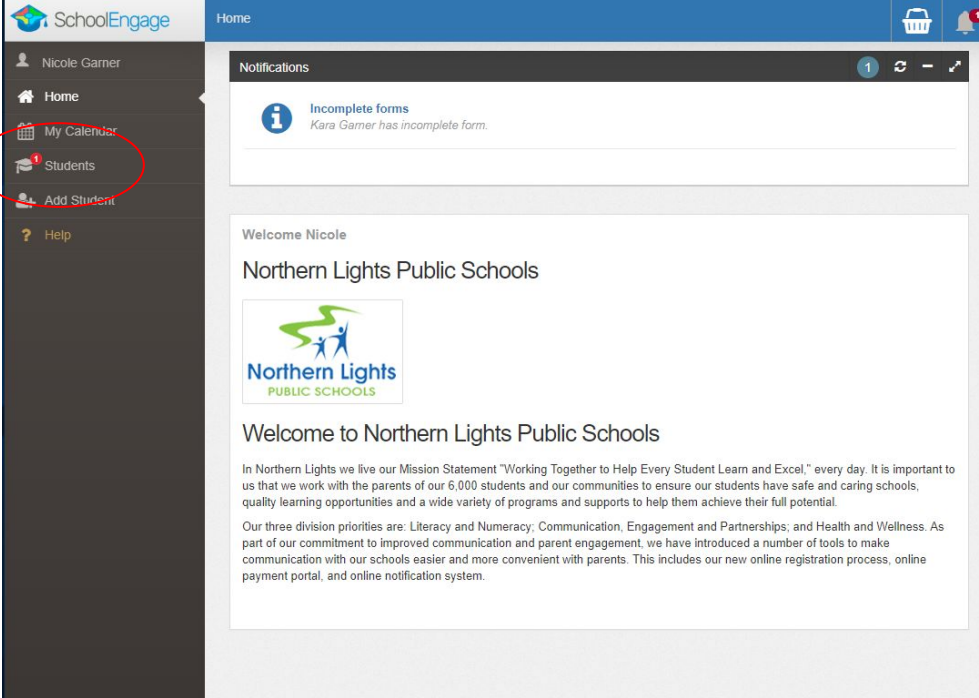
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The screenshot shows a navigation menu on the left side of a page. At the top of the menu is the text 'ASN: 1234567879'. Below this is a section titled 'Navigation' which contains a list of menu items, each with an icon: 'Grades and Attendance', 'Grade History', 'Attendance History', 'Teacher Comments', 'School Bulletin', 'Class Registration', 'My Schedule', 'School Information', and 'SchoolEngage'. The 'SchoolEngage' item at the bottom is circled in red. A red line extends from the text 'Link is at the bottom of the left hand menu' to this circle. To the right of the menu is a text box with a title 'Important information to know about this Navigation Menu' and two bullet points. A blue arrow points from the first bullet point to the 'ASN: 1234567879' text. Another blue arrow points from the second bullet point to the 'SchoolEngage' item. Below the bullet points is a paragraph of text.

Accessing Forms in School Engage

- On the left hand side, click on Students to see your children Listed
- If you are registering a new student (ie preschool or kindergarten) Click on Add Student and fill in the information



The screenshot displays the SchoolEngage web application interface. On the left is a dark navigation sidebar with the following items: 'Nicole Garner' (user profile), 'Home', 'My Calendar', 'Students' (highlighted with a red circle), 'Add Student', and 'Help'. The main content area has a blue header with 'Home' and icons for a shopping cart and notifications. Below the header is a 'Notifications' section with a blue information icon and the text 'Incomplete forms' and 'Kara Garner has incomplete form.'. The main content area also features a 'Welcome Nicole' message for 'Northern Lights Public Schools' with the school's logo and a paragraph of text about their mission statement and priorities.

Accessing Forms in School Engage

- Click on your child's name to see what forms are available for them
 - Remember to pay attention to the year in the title to avoid filling out the wrong form

The screenshot displays the School Engage user interface. At the top, the 'SchoolEngage' logo is on the left, and the user's name 'Nicole Garner' is in the center. The breadcrumb 'Students / Kara Garner' is visible. On the right, there are icons for a shopping cart and a notification bell with a red '1'. A dark sidebar on the left contains navigation options: Home, My Calendar, Students (with a red '1' notification), Add Student, and Help. The main content area is divided into two sections. The left section is a form for student information with fields for First Name, Last Name, Middle Name, Birth Date, School (pre-filled with 'Duclos School'), and Alberta Student Number (ASN). The right section is titled 'Forms' and lists several forms with their respective years and a '1 form' indicator. The forms are: 2018-19 SIS Demographic Update Form, 2018-2019 OSC_Out of School Care Registration Form, 2019-2020 OSC_Out of School Care Registration Form (with a '+ New' button), 2019-2020 Student Update and Verification Form, 2019-2020 Transportation Registration Form (with a '+ New' button), and OLD_SIS Demographic Update Form (with a red '1 form requires attention' indicator).

SchoolEngage Students / Kara Garner

Nicole Garner

Home

My Calendar

Students

Add Student

Help

First Name: [] Last Name: []

Middle Name: [] Birth Date: []

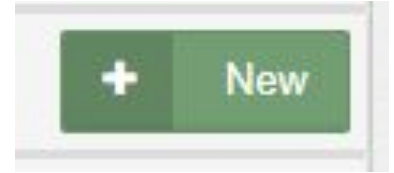
School: Duclos School Alberta Student Number (ASN): []

Forms

- > 2018-19 SIS Demographic Update Form | 1 form
- > 2018-2019 OSC_Out of School Care Registration Form | 1 form
- > 2019-2020 OSC_Out of School Care Registration Form | 1 form + New
- > 2019-2020 Student Update and Verification Form | 1 form
- > 2019-2020 Transportation Registration Form + New
- > OLD_SIS Demographic Update Form | 1 form requires attention

Accessing Forms

- Click on New next to the form you need to complete
- Fill out the form
- Make sure you click on Submit at the end of the form. You will receive an email confirmation that it has been submitted.



Tips for Completing Forms

- If your child is already registered with NLPS, you do not need to fill out a new Registration Form.
- There are some fields that are mandatory. They are highlighted in red. You will not be able to progress to the next page until they are completed.

Email

Email

This field is required.

Tips for Completing Forms

- Use the > arrows in the top corner to proceed to the next page.
- You can use the page numbers to go back to the previous screen, but only if you have completed the mandatory information.
- Make sure to Save. You can leave the form and come back any time.
- Postal Code must be in format A1A 1A1. Make sure you use uppercase letters and do not add the space, it will be added for you.
- Phone number will be automatically formatted; just enter the digits.



Thank You!

If you have a question
we haven't answered
in this presentation
please contact us.

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