

Welcome to the Parent Portal Single sign on which allows you access to academic and attendance information for all students in one family in junior high and high school.

Please log into the Parent Portal browser by entering <https://powerschool.eips.ca/public>.

Once you arrive at the PowerSchool page, click on the Create Account button. This brings up a page where you will enter the information needed to establish your new single sign on account. In the create parent/guardian account section, enter your first and last name, your email address, desired user name and password. Your email and password must be unique. In general, it is a good idea to create a password that is at least 6 characters long, contains upper and lower case letters as well as numbers. Write down your user name and password and store it in a secure location until you have the information memorized.

Next, in the Link Students to Account section, enter the student Name , Parent Access ID and Parent Access Password that you will find on the letter sent home from your students' school. Choose your relationship to the student from the drop down for each student that you wish to add to your account. You must enter the information for at least one student in order to create your parent single sign on account. If you do not have your parent access id or access password, please contact your students' school for the information. Note that there are many relationships to choose from in the drop down menu. Please choose the relationship that most accurately reflects your biological or legal relationship to the student. You can enter access information for up to 7 students when establishing you parent single sign on account. If you have more than 7 students, you may enter their information after your initial set up.

Once you have entered all of your information click the enter button. If the information that you have entered is valid, you will be taken back to the log in screen. If any of the information you have entered is not valid, you will see a message that notifies you what information needs to be changed. This can occur if you have already created an account with the same email address. If this happens, retrieve your login information by navigating back to the parent portal main page and clicking on the "having trouble logging in?" link. Here you will see instructions for recovering your user name and password. If the user name that you choose already exists for another account, you will see a message that notifies you that this name is in use and not available. You can choose one of the suggested user names or you can enter another choice. Reenter you passwords, then click the enter button. A message will then be displayed that notifies you that your account has been created.

You can now log into the PowerSchool parent portal using your new parent single sign on account and see all of your various students academic and attendance information. Once you have logged in, you

will see buttons for each student that you have access to. Click on a button and view that student's information.

You can manage your account preferences by clicking on the icon in the menu on the left side. Here you can change your user name and password, email address, and if necessary, add additional students to link to your account.

Congratulations, you have now completed the Parent Portal single sign on process.

That is all for this tutorial.

If you are still having difficulties logging into the parent portal single sign on, please contact your students' school for further assistance.