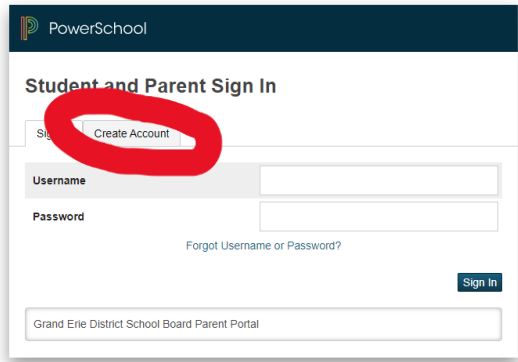


## How to Create a Parent/Caregiver Portal Account

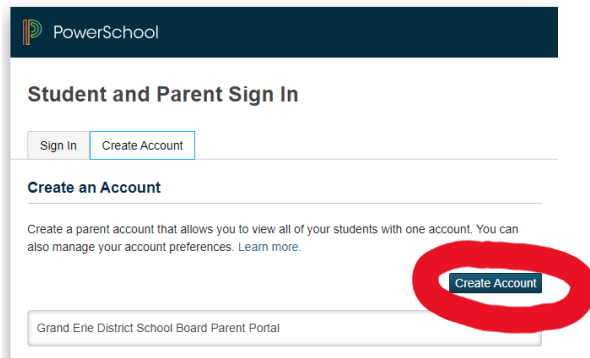
To create a Parent/Caregiver Portal account, you must have an Access Account ID and Access Password for each student you wish to add to your account. This information was sent to you in 2 letters from your student's school. If you did not get the information, please contact the school to get the Access Account ID and Password.

You can access the parent/caregiver portal [by clicking here](#). Then follow the directions below



The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is circled in red. Below the tabs are input fields for "Username" and "Password", a "Forgot Username or Password?" link, and a "Sign In" button. At the bottom, there is a text box containing "Grand Erie District School Board Parent Portal".

Then click on the second tab "Create Account"



The screenshot shows the PowerSchool login page with the "Create Account" tab selected. Below the tabs, there is a section titled "Create an Account" with a description: "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](#)." Below this text is a "Create Account" button, which is circled in red. At the bottom, there is a text box containing "Grand Erie District School Board Parent Portal".

Click on the blue "Create Account" button in bottom right corner.

Now Complete the parent/caregiver details including your First name, Last Name and Email  
**Note: Grand Erie Employees cannot use their Grand Erie email**

You will need to pick a desired username and password which you will use to login to the site  
The password must be at least 8 characters long and must contain one uppercase letter, one number and one special character.

### Create Parent Account

#### Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/> <input type="password"/>
Re-enter Password	<input type="password"/>
Password must:	<ul style="list-style-type: none"><li>•Be at least 8 characters long</li><li>•Contain at least one uppercase and one lowercase letter</li><li>•Contain at least one letter and one number</li><li>•Contain at least one special character</li></ul>

You will also need the Name, Access ID and Access Password for each child.

#### 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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose ▼

After the account is created, parents/caregivers will be taken back to the login page, where they will enter the Username and Password selected for the account. Once logged in, the registered students will appear.