

This is where most of the work is done:

1. Enter your first name.
2. Enter your last name.
3. Enter the email address you will use for the School to contact you.
4. The desired user name can be anything you choose.
5. Enter your password based on the requirements listed.
6. This will show you a barred indicator as to how strong a password you have created.
7. Re-enter your password.
8. If you have more than one child, even in multiple schools, this is where you enter each child's information; starting with their legal first name and last name.
9. The School ID Number refers to a Student Number that has been assigned to your child by the School. It is **not** their ASN, Alberta Student Number. It is the number set by the database. It can be found on a printout of their timetable or report card.
10. Enter your child's date of birth in the format mdyyyy - month day year
11. Finally, indicate your relationship to the student.

If you have more than one child attending a school in GHSD, begin again at step 8. There will be a submit button at the bottom right of the screen. Select submit and you will be ready to log into the Student/Parent Portal for PowerSchool.