

How to create an account for the Student/Parent Portal.

If you are a Golden Hills student you do not need to create an account. You need to use your network username and password to access your information.



Select the PowerSchool link on our School's Website which is located under "Quick Links" on the right-hand side of the website

Selecting the PowerSchool link will take you to this screen to sign in. You can also get to the log in screen by entering sis.ghsd75.ca into any browser. If you already have an account enter your username and password.

A screenshot of the PowerSchool sign-in page for Golden Hills School Division No.75. The page features the school's logo and name at the top. Below the logo is a blue header with the 'PowerSchool' logo. Underneath the header are two buttons: 'Sign In' and 'Create Account'. A blue arrow points from a black callout box to the 'Create Account' button. Below the buttons is the heading 'Student and Parent Sign In'. Under this heading are two input fields: 'Username' and 'Password'. Two blue arrows point from a second black callout box to these two input fields. A small link 'Having trouble?' is visible below the password field.

If you need to create an account select this tab.

If a student or you have already created an account log in here.

Selecting the Create Account tab will take you to this screen.

Once here select create account.



 **GOLDEN HILLS SCHOOL DIVISION No.75**
Inspiring confident, connected, caring citizens of the world

PowerSchool

Sign In Create Account

Create an Account

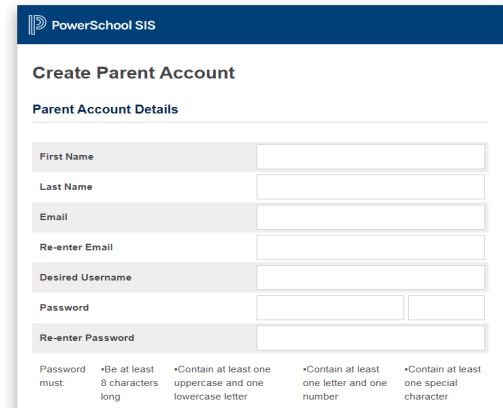
Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

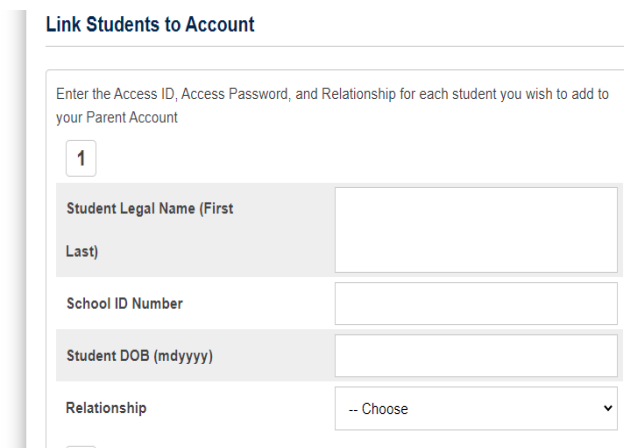
Create Parent Account

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.



The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and is under the 'Parent Account Details' section. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Desired Username', 'Password', and 'Re-enter Password'. Below the password fields, there are five password requirements listed with corresponding icons: 'Password must' (a red 'X'), 'Be at least 8 characters long' (a red 'X'), 'Contain at least one uppercase and one lowercase letter' (a red 'X'), 'Contain at least one letter and one number' (a red 'X'), and 'Contain at least one special character' (a red 'X').



The screenshot shows the 'Link Students to Account' form. It has a title 'Link Students to Account' and a subtitle 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. There is a small box with the number '1' in it. Below this are four input fields: 'Student Legal Name (First Last)', 'School ID Number', 'Student DOB (mdyyyy)', and 'Relationship' (a dropdown menu with '-- Choose' selected).

1. 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.
2. 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 or contact the school office.
3. Enter your child's date of birth in the format mdyyyy - month day year. If you a single digit month, do not enter a zero first. (i.e. if the birthday is May 3, 2001 enter as 532001)
4. Finally, indicate your relationship to the student.

Carbon School District Code: CSJS

If you have more than one child attending a school in GHSD, enter in each student with the same steps. 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.