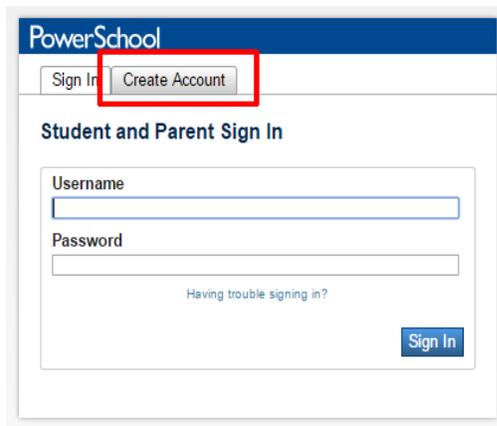
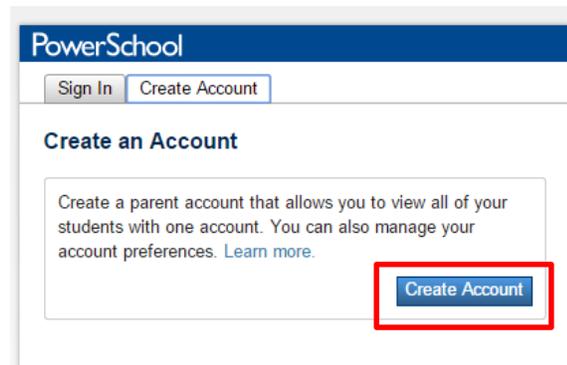


## Creating a PowerSchool Parent/Guardian Access Account

1. Open your web browser and go to [cps.blackgold.ca](http://cps.blackgold.ca). Once there, click on the Create Account tab of the log in screen and then click on the **Create Account**.

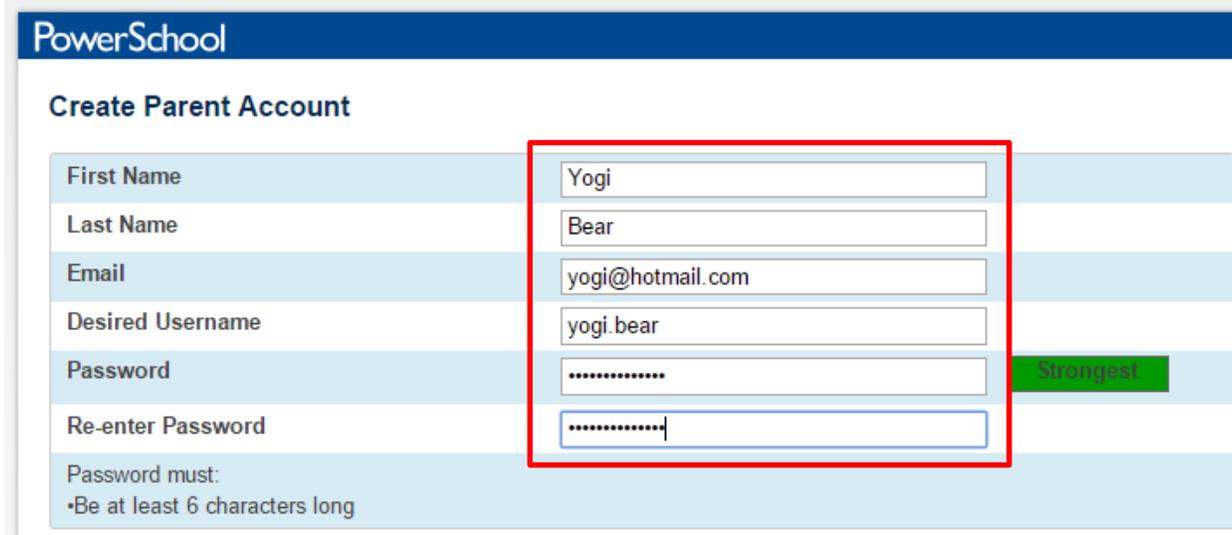


The screenshot shows the PowerSchool login page. At the top, there are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a red box. Below the buttons, the page is titled "Student and Parent Sign In". There are two input fields: "Username" and "Password". Below the "Password" field, there is a link that says "Having trouble signing in?". At the bottom right, there is a "Sign In" button.



The screenshot shows the "Create an Account" page. At the top, there are two buttons: "Sign In" and "Create Account". Below the buttons, the page is titled "Create an Account". There is a text box that says "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](#)." At the bottom right, there is a "Create Account" button highlighted with a red box.

2. When the **Create Parent Account** screen opens, complete all fields at the top of the screen. The username and password you enter here will be the username and password that you will use from this point forward to login to PowerSchool. Create a username and password that you will be able to easily remember, but is also secure. We recommend your *firstname.lastname* as a user name. As a general rule, your password should include a mix of upper and lowercase letters and also include numbers and/or special characters.



The screenshot shows the "Create Parent Account" form. The form has a blue header with the "PowerSchool" logo. Below the header, the title "Create Parent Account" is displayed. The form consists of several input fields: "First Name" (Yogi), "Last Name" (Bear), "Email" (yogi@hotmail.com), "Desired Username" (yogi.bear), "Password" (represented by dots), and "Re-enter Password" (represented by dots). A red box highlights the "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password" fields. To the right of the "Password" field, there is a green button labeled "Stronger". Below the form, there is a section titled "Password must:" with a bullet point: "•Be at least 6 characters long".

3. Using the credentials that you received on your PowerSchool Parents letter(s), enter the Student Name, Access ID, and Access Password exactly as they appear at the bottom of the letter and choose your Relationship to the student from the drop-down list. Add additional student information as appropriate from each of your PowerSchool parent letters. You may enter up to 7 students on this screen.

## 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	Baby Bear
Access ID	AUX96T3E
Access Password	*****
Relationship	Father

4. **IMPORTANT:** Once you have completed the form, scroll down to the bottom of the page and click on the Enter button.

7

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose

Enter

5. After the information has been submitted, you will be returned to the PowerSchool login screen where you will enter the username and password you created in step 3. Click on the **Sign In** button to enter the PowerSchool portal.

**VERY IMPORTANT: Stop now! Copy your username and password for future reference. Requesting a password reset will not work even though it appears to be an option on the website.**

PowerSchool

Sign In Create Account

Student and Parent Sign In

Username  
yogi.bear

Password  
\*\*\*\*\*

Having trouble signing in?

Sign In

6. Once logged in, you will see Grades and Attendance information pertaining to your student. If you linked more than one student to your account, you will see the students' names on the upper left side of the screen. Click on the name of the student to see his/her information.

PowerSchool

Brooks Jacob

Navigation

- Grades and Attendance
- Grade History

Grades and Attendance: B

Grades and Attendance Standards Grades