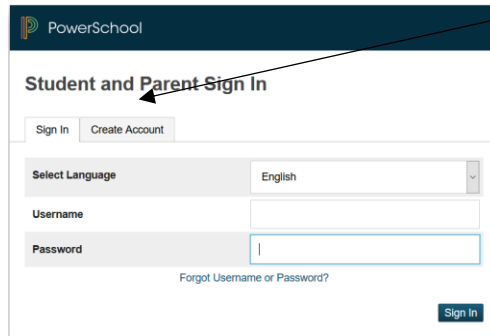


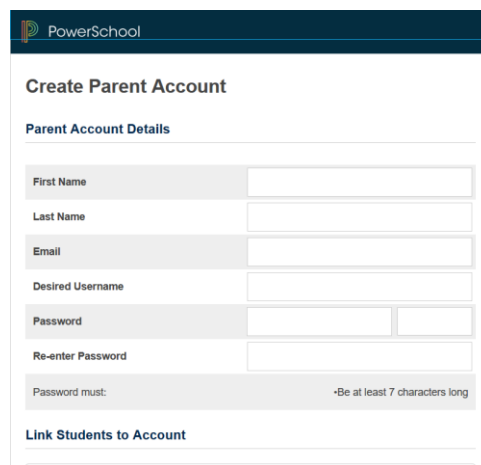
How to create a new PowerSchool account (if you have not already done so)

Open an internet browser and go to <https://ps.lethsd.ab.ca> and click on the Create Account tab and



Enter your information, email address and what you want to use as a username and password for your login.

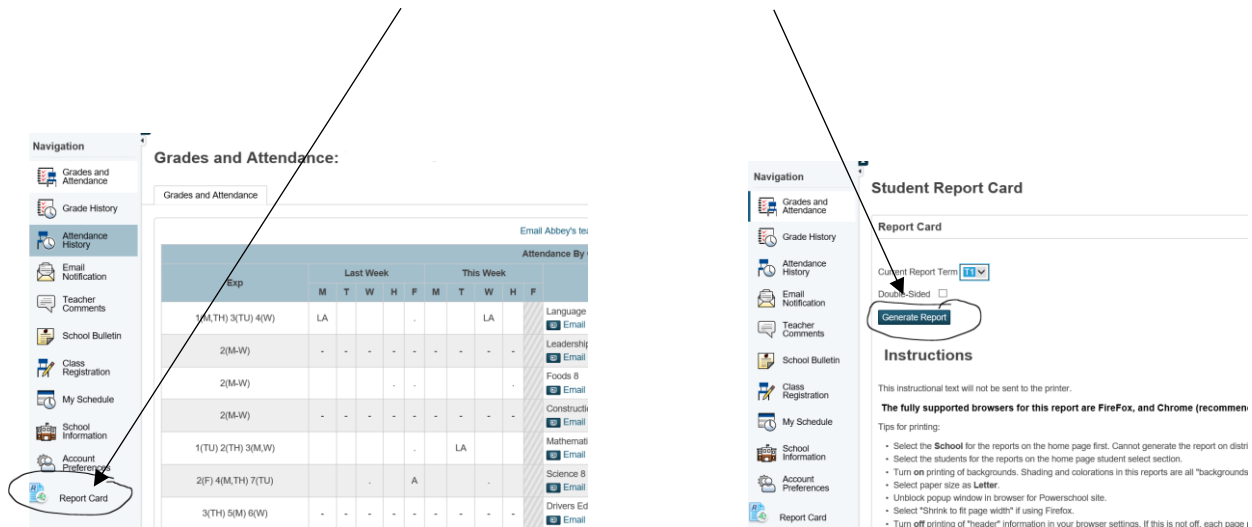
Once you have entered in your child's name, Access ID and password (which you can get from your school office), select relationship. You are able to add multiple children at once if you need to.



Once you have entered the applicable information press Enter at the bottom

Accessing your child's Report Card

After logging into the Parent Portal, (on your school website <http://sb.lethsd.ab.ca> click on the P (top right hand corner) click on Report Card). Then select Generate Report and print if you choose



The left screenshot shows the 'Grades and Attendance' page. The navigation sidebar on the left includes: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Schedule, School Information, Account Preferences, and Report Card. The 'Report Card' option is circled. The main content area shows a table for 'Grades and Attendance' with columns for 'Exp', 'Last Week', and 'This Week'. The table has rows for different subjects and weeks. The right screenshot shows the 'Student Report Card' page. The navigation sidebar is the same as the left screenshot. The main content area has a 'Report Card' section with a 'Current Report Term' dropdown, a 'Double-Sided' checkbox, and a 'Generate Report' button circled. Below this is an 'Instructions' section with a list of tips for printing.