## 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

PowerSchool		
Student and Paren	t <del>Si</del> gn In	
Sign In Create Account		
Select Language	English	
Username		
Password	1	
Fo	rgot Username or Password?	
	Sign In	

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

	Powerschool					
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.	Create Parent Account Parent Account Details					
	First Name					
	Last Name					
	Email					
	Desired Username					
	Password					
	Re-enter Password					
	Password must:	•Be at least 7 characters long				

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

Link Students to Account

## 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

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