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 Parent	⊧ Sign In
Sign In Create Account	
Select Language	English
Username	
Password	1
For	got 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	Create Parent Account Parent Account Details	
from your school office), select	First Name	
relationship. You are able to add	Last Name	
multiple children at once if you	Email	
need to.	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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Grades and	Grades and Attend	ance	22									Navigat	ition	1
Grade History	Grades and Attendance												Grades and	Student Report Card
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History										A	ttendance By	EQ 9	and this tory	
Email Notification	Exp		La	st We	ek			Th	is Wee	k		PO #	History	Current Report Term
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School Bulletin	1(M,TH) 3(TU) 4(W)	LA							LA		Email	5	Teacher Comments	Generate Report
	2(M-W)		-	-				-	-	- (Leadershi;		School Bulletin	Instructions
Registration	2(M-W)										Foods 8		Class	
My Schedule											Construction		Registration	This instructional text will not be sent to the printer. The fully supported browsers for this report are FireFox, and Chrome (
Ment School	2(M-W)	-	-	-	•	•	•	-	-	- (Email		My Schedule	Tips for printing:
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Report Card	3(TH) 5(M) 6(W)			•						•	Drivers Ed	Re R	leport Card	Unblock popup window in browser for Powerschool site. Select "Shrink to fit page width" if using Firefox. Turn off brinting of "header" information in your browser settings. If this is not off