

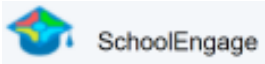


To access your new PowerSchool Parent Portal Account:

1. Go to the school website at <https://www.spfa.holyspirit.ab.ca> or the division website at <https://www.holyspirit.ab.ca>.
2. Click on the hamburger icon located at the top right corner of the website. 
3. Click on the PowerSchool icon 
4. Your username will be the same as the email prefix that you have provided to the school.
 - E.g. If your email is JohnDoe@gmail.com, your username will be JohnDoe.
Please note that usernames are case sensitive.
 - The initial password for your account will be Changeme123!
 - You will be prompted to change this after your first log in.

Once your account is setup, you view their attendance as well as submit a Registration Update Form when needed.

To complete your child's Registration Update:

1. Log into your PowerSchool Parent Portal.
2. Click on the School Engage link on the bottom left corner of the page. 
3. Verify and update the information of the form.
4. Save and submit the form.