

Signing Up for the Parent Portal

Parents & Guardians

Richmond Education Centre/Academy



PowerSchool

Step 1: Accessing the site:

1. Go to the Richmond Education Centre/Academy website reca.srsb.ca
2. Under “Parents” or “Students” click on “Student or Parent Portal Login Link”
3. You will need your Access ID & Access Password, found in letter from school (like the example below)

ACCESS TO STUDENT-PARENT PORTAL

Our school is offering you real-time access to your child's grades, assignments, attendance, teacher's comments, and school bulletins through the Internet using the Student-Parent Portal website.

To Help Get You Started

Quick reference guides - *How to Sign Up for the Student-Parent Portal* and *How to Use the Student-Parent Portal* - are available to help get you started. You can also view a 5-minute online demonstration video of the Student-Parent Portal. Simply go to the 'STUDENT-PARENT PORTAL' section of inschool.ednet.ns.ca to access these Materials, or enter <http://inschool.ednet.ns.ca/portal> into your browser.

To get started you will need the following information:

Our Student-Parent Portal website location: <https://sisrsb.ednet.ns.ca/public/>

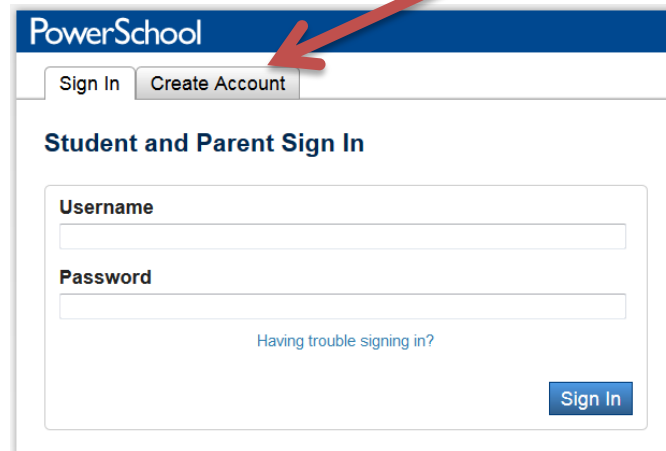
Click on the "Create Account" button to get started. (Refer to the "**How to Sign Up for the Student-Parent Portal**" guide to take you through the steps)

Your Confidential **Access ID** for your child: *3 to 8 digit number or letters*

Your **Access Password** for your child: *3 to 8 digit number or letters*

Step 2: Create Account

Once on the site, click the button on the right “Create Account”:



The screenshot shows the PowerSchool website's login interface. At the top, there is a blue header with the "PowerSchool" logo. Below the header, there are two buttons: "Sign In" and "Create Account". A red arrow points to the "Create Account" button. Below these buttons is a section titled "Student and Parent Sign In". This section contains two input fields: "Username" and "Password". Below the input fields is a link that says "Having trouble signing in?". At the bottom right of the sign-in section is a blue "Sign In" button.

This is only done the first time you access the site.

Create Account Continued:

Fill in requested information as described below:

Create Parent Account

First Name

Parent First Name

Last Name

Parent Last Name

Email

desired email for school notices

Desired Username

Name of your Choice

Password

••••••••

Re-enter Password

••••••••

This username will be used each time you access the Parent Portal.

 Strong

Type the same password in both boxes. You will see dots as you type.

There are rules on what your password can be!

Step 3: Linking Children to Your Account

Scroll down the page, and enter the information for each child as indicated

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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▾

2

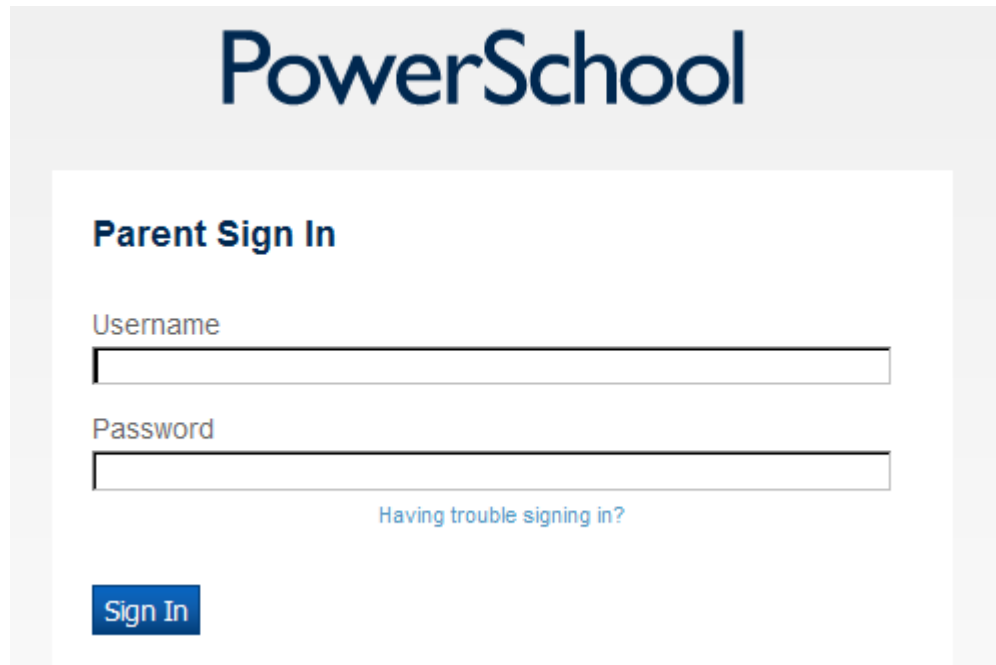
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▾

Once all Information is entered, click



Step 4: Logging In

You will be returned to the original screen where you will enter the username and password you created in Step 2 and click “Sign In”



The image shows a screenshot of the PowerSchool Parent Sign In page. At the top, the PowerSchool logo is displayed in blue. Below the logo, the text "Parent Sign In" is centered. 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 left, there is a blue button with the text "Sign In".

PowerSchool

Parent Sign In

Username

Password

[Having trouble signing in?](#)

Sign In