

## PowerSchool Report Card Access Instructions

Our report cards are distributed online. To access them, you need to log in to your PowerSchool Parent account. This is the same account and password you use to access forms (Are you returning?, Registration Update, etc.) and bus pass applications. All report cards will be available to view and print at home should you require. Accessing your student's report card via computer is recommended – smartphone access can be difficult to see (smaller print).

**Detailed instructions are below. If these instructions do not work for you, or you need assistance, please call the office and someone will be able to assist you.**

**Riverstone Public School: (780)532-1321**

### 1. Parent Portal Accessing Report Cards

- Click on this link: [Student and Parent Sign In \(gppsd.ab.ca\)](https://gppsd.ab.ca)

OR

- Go to the Riverstone School Website: [Riverstone Public School - Riverstone Public School \(gppsd.ab.ca\)](https://gppsd.ab.ca)
- Click on the PowerSchool Parent & Student link found on the right (see below)
- **Please note – you cannot access report cards from the PowerSchool app, you must be in an internet browser.**

The screenshot shows the Riverstone Public School website. At the top left is the school logo and name, with the tagline "Become part of our community as we become a part of yours". A search bar is on the top right. Below the header is a navigation menu with links for Home, About, Parents, School Council, Contact Us, and Division. The main banner features "CURRICULUM CORNER 2022/2023" with a "CLICK HERE" button. Below the banner are two sections: "School Newsletter Sign up" with input fields for "Email Address" and "First Name", and "Quick Links" with a grid of links. The "PowerSchool Parent & Student" link is highlighted in yellow.

**School Newsletter Sign up**

\* indicates required

Email Address \*

First Name \*

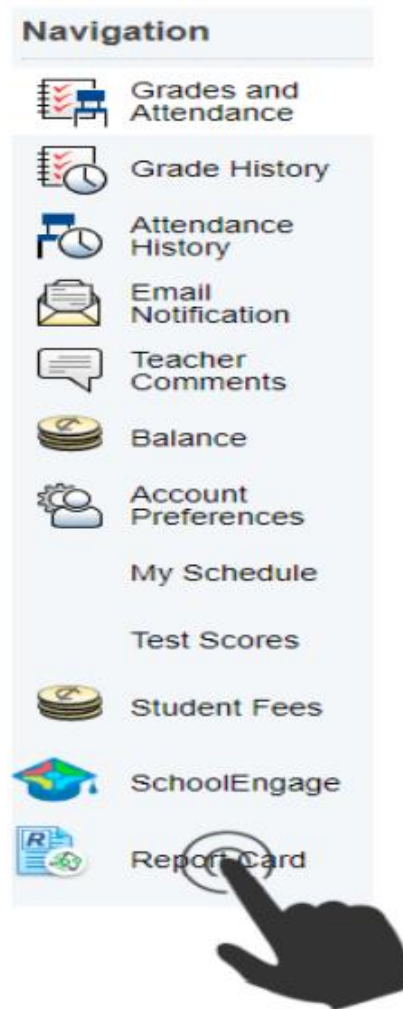
**Quick Links**

- Riverstone School Facebook Page
- PowerSchool Parent & Student**
- Riverstone Parents Society
- Riverstone Munch-a-Lunch
- Registration
- Transportation



#### 4. Your child's report card access

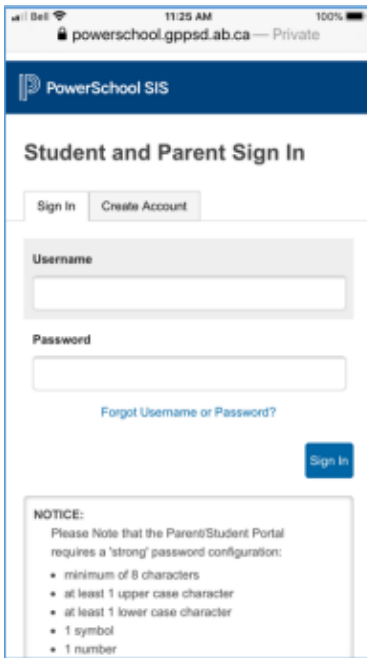
- Scroll down to the bottom left of the navigation window and click the report card button.



#### 5. Once clicked, your report card will appear in a new window.

- **Please note - you must have your pop-up blocker disabled to access this.**
- Repeat steps 3-5 for all children you have attending GPPSD schools to access their report cards.

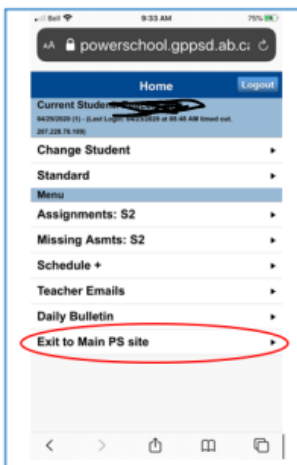
## Report Card Access on Smartphones



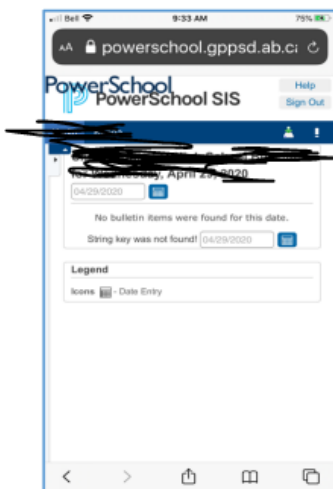
If you are using your smartphone to access your child's report card, this will be the log in screen for the PowerSchool Parent Portal.

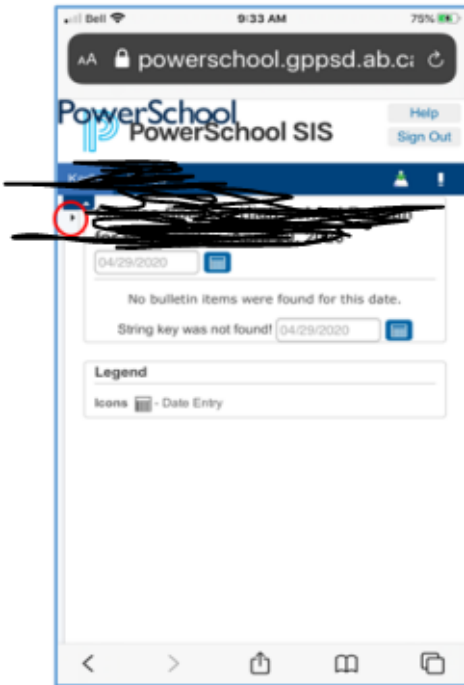
Log in to the PowerSchool Parent Portal with your User Name and password.

If you see this window, you will want to click Exit to Main PS site.

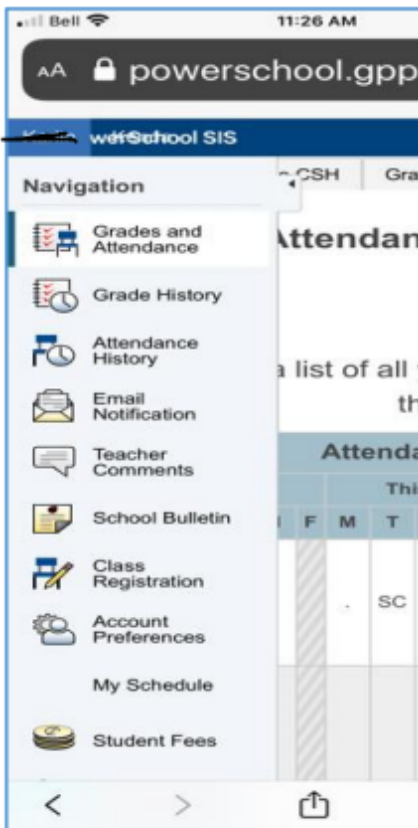


PowerSchool Parent Portal Home Page will open.





You will see a small gray tab with a black triangle in it, click the triangle, this will expand the Navigation Menu.

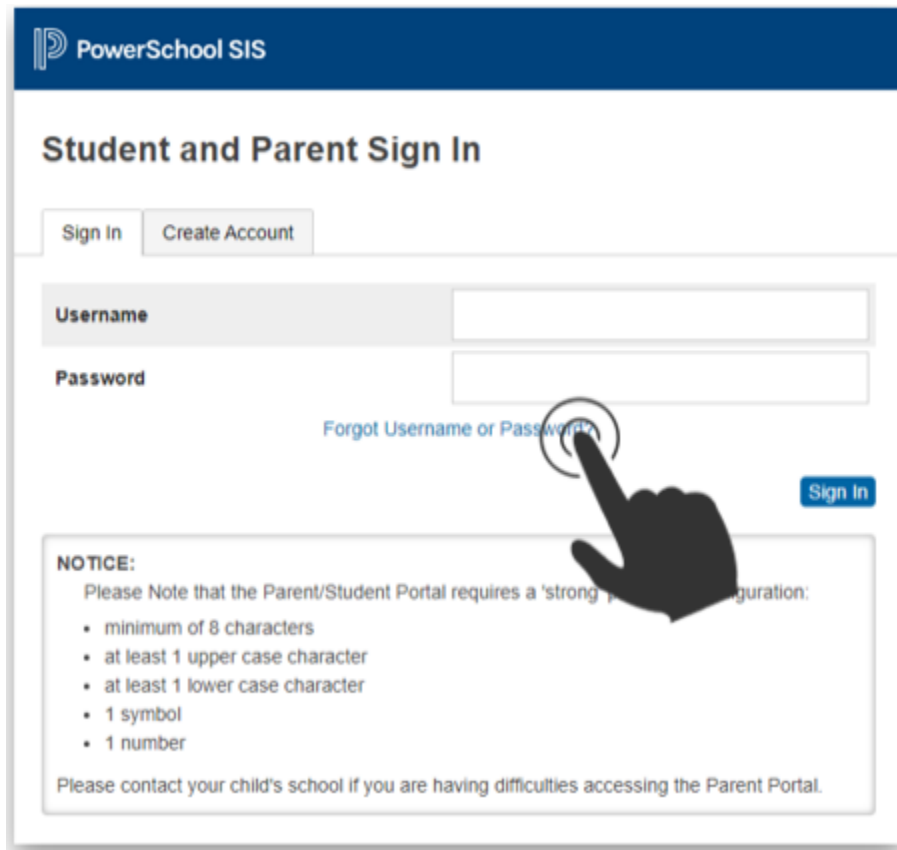


When the Navigation Menu opens you may have to scroll to the bottom to see the Report Card icon.

**\*\* Pop up blockers must be OFF for your internet browser in order for the report card PDF to open. \*\***

## Password/Username Reset Instructions

1. Click the [Forgot Username or Password](#) link under the sign in.



**PowerSchool SIS**

### Student and Parent Sign In

[Sign In](#) [Create Account](#)

**Username**

**Password**

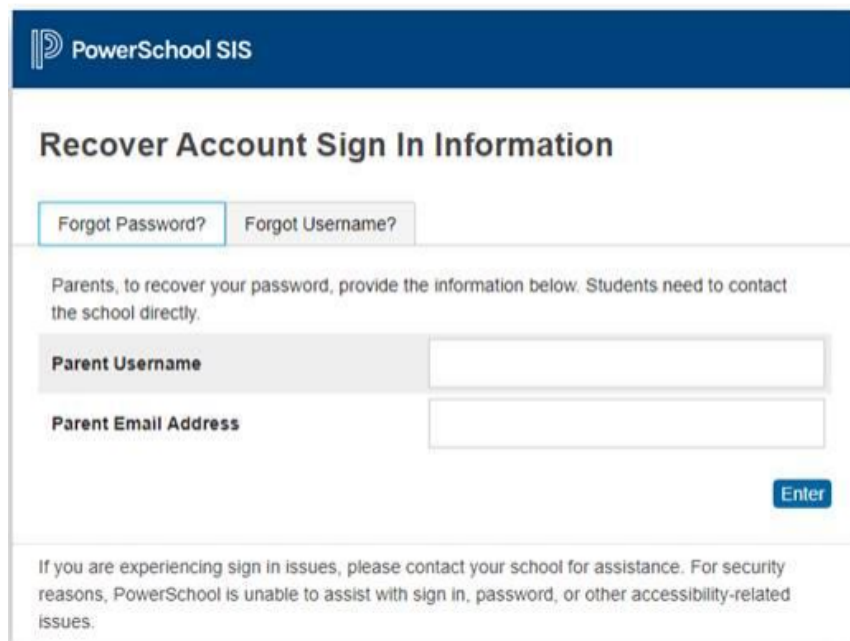
[Forgot Username or Password?](#) [Sign In](#)

**NOTICE:**  
Please Note that the Parent/Student Portal requires a 'strong' password configuration:

- minimum of 8 characters
- at least 1 upper case character
- at least 1 lower case character
- 1 symbol
- 1 number

Please contact your child's school if you are having difficulties accessing the Parent Portal.

2. For Password trouble, fill in the required information and click ENTER.



**PowerSchool SIS**

### Recover Account Sign In Information

[Forgot Password?](#) [Forgot Username?](#)

Parents, to recover your password, provide the information below. Students need to contact the school directly.

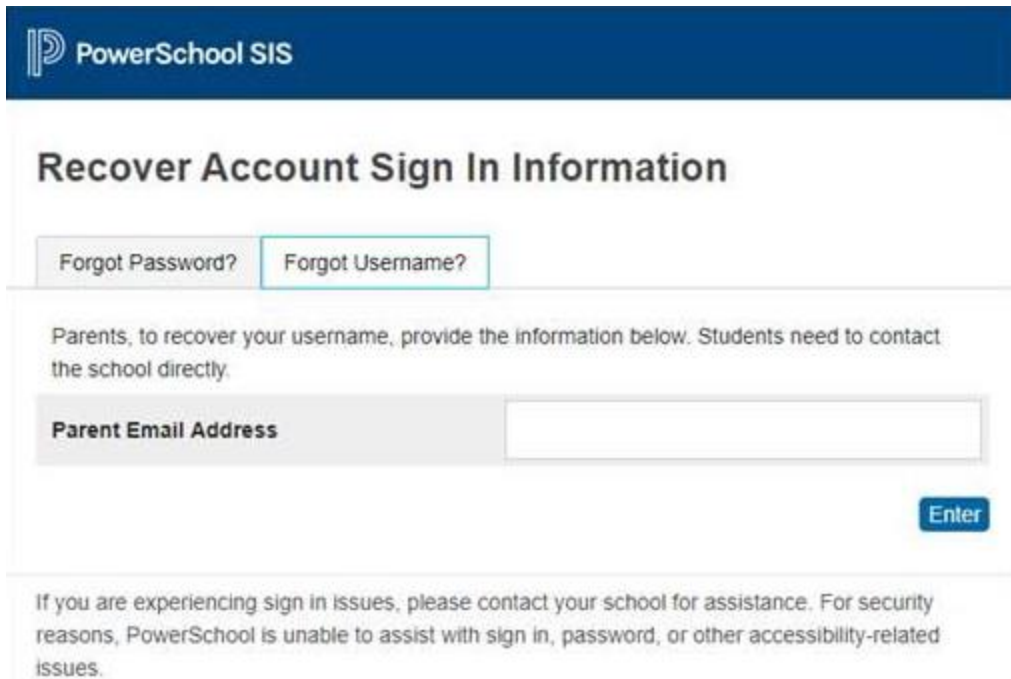
**Parent Username**

**Parent Email Address**

[Enter](#)

If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.

3. If you do not know your username, please click **Forgot Username** tab, and fill in your email address. Press **ENTER**. You could then repeat step 2 with the username and continue.



**PowerSchool SIS**

## Recover Account Sign In Information

Forgot Password? **Forgot Username?**

Parents, to recover your username, provide the information below. Students need to contact the school directly.

**Parent Email Address**

**Enter**

If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.

4. If you are still having trouble, please call the school at (780)532-1321.