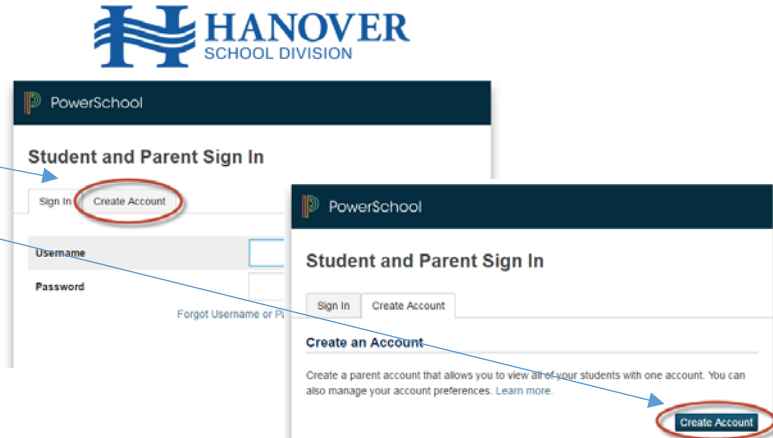**HANOVER SCHOOL DIVISION – PARENT PORTAL**

Welcome to the Hanover School Division Parent Portal

The HSD Parent Portal is a communications tool designed to enhance and increase parent/guardian involvement in the education of their children. The portal will provide parents/guardians with secure online access to their child's student information. With a single username and password, you can access data for each of your children attending an HSD school.
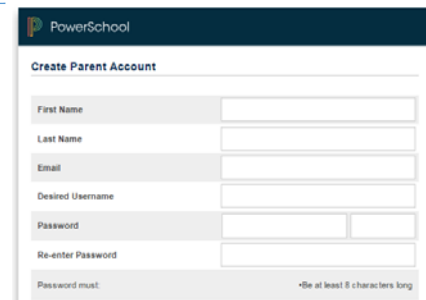
Before creating a Parent Access Account, you will first need to obtain a unique Access ID for each student profile that you want added to your account. This information will be provided by your child's school. Upon receipt of your child's Access ID, please follow the instructions listed below.
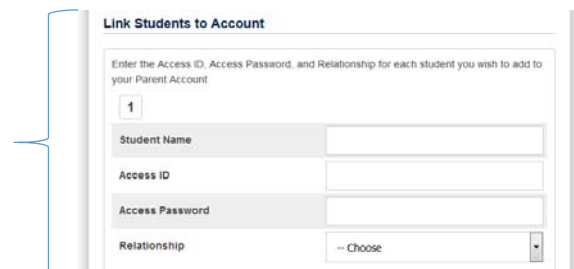
CREATING A PARENT PORTAL ACCOUNT

1. Visit https://powerschool.hsd.ca

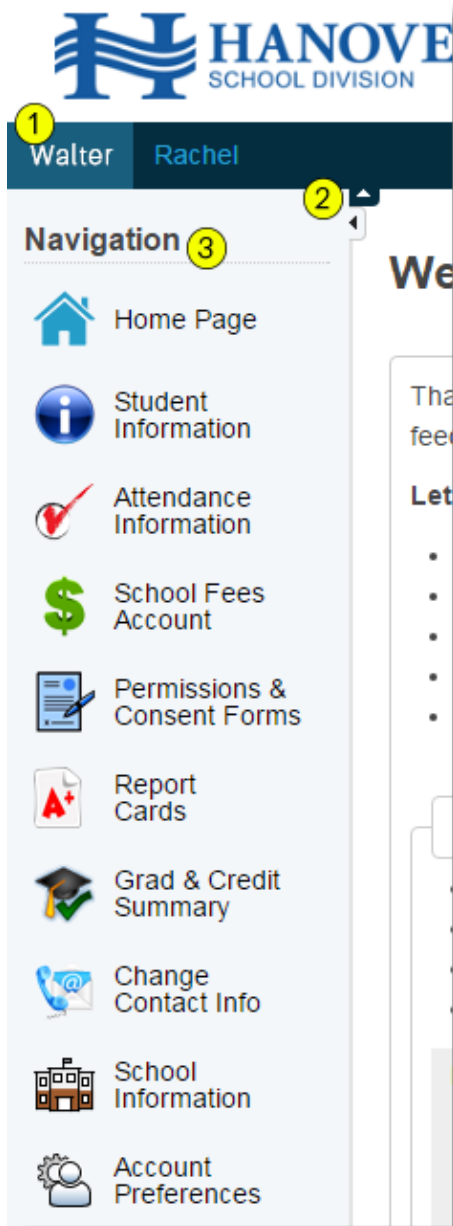2. Select the CREATE ACCOUNT tab.
3. Click CREATE ACCOUNT.

4. Enter your FIRST and LAST name, and your EMAIL address.
5. Choose a USERNAME and PASSWORD. If two parents set up accounts, each username will need to be unique.

6. Enter student name (try first name only).
7. Enter the Access ID that was provided to you by your school for that student (note that this is CASE SENSITIVE). Each student has their own Access ID.
8. Enter the Access Password. The password is the student's date of birth in this format: m/d/yyyy.
   Examples:
   April 7, 2012 enter 4/7/2012
   December 17, 2012 enter 12/17/2012
9. Enter your relationship to the student.
10. Scroll to the bottom and click ENTER.

11. We recommend that you initially create your account using the Access ID of one student. Upon completion of setup, login to your account and select Account Preferences, and then add any additional students.

12. Scroll to the bottom of the page and click enter.

13. If successful, you will see a message prompting you to login. If there is an error, you will see a message indicating which information needs to be changed.

14. If you forget your user name or password, click the **FORGOT USERNAME OR PASSWORD** link. You should receive an email to help you get logged in.

Once logged into the Parent Portal, you will see the home page and a menu bar on the left.

1. Student Bar – All student names associated with your account will be shown here. Select the student name to see their information.

2. The two small arrows collapse the top or left menu bars, giving your screen a larger information area. Click the collapsed arrows to expand again.

3. The **Navigation Menu** shows you the options available for the student you have selected.

   - **Home Page** – Brings you back to the start page.
   - **Student Information** – Displays several tabs of information including registration verification information, transportation, course enrollments/schedule and parent volunteer information.
   - **Attendance Information**[1] – Displays all attendance entries, including past years, and allows you to excuse absences.
   - **School Fees Account** – Displays the student's school account transactions and balance. Also allows you to add funds through an online payment.
   - **Permissions & Consent Forms** – Allows you to view and approve consent forms.
   - **Report Cards**[2] – Displays links to the student's report cards.
   - **Grad & Credit Summary**[3] – Displays the student's current graduation progress and all earned credits to date.
   - **Change Contact Info** – Allows you to request change of information such as addresses and phone numbers.
   - **School Information** – Displays the school's event calendar and contact information.
   - **Account Preferences** – On the PROFILE tab you can edit your account information as well as view who has access to your child's account. Selecting the STUDENTS tab allows you to add additional students to your account.

Clicking on the info button will show you information and help for the screen you are viewing.

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1. Attendance history goes back to 2012-2013.
2. Report Card history goes back to June 2016.
3. Grad and Credit Summary is for reference only. Be sure to consult with your child's school if you have any questions or concerns.