## **Viewing Report Cards in the Parent Portal**

Your school will advise you about the date report cards will be ready to be viewed.

1. Open your internet browser (Chrome, FireFox). Enter the URL **spschools.powerschool.com/public** for the Parent Portal. Note: report cards can not be viewed in the mobile app.

← С spschools.powerschool.com/public/

2. Enter your username and password on the landing page. Your username and password are provided by your school. If you don't have an account, contact your school.

	St. Albert
PowerSchool SIS	
Student and Pa	arent Sign In
Sign In Create Accou	nt
Username	
Password	
	Forgot Username or Password?
	Sign In

3. Select the student from the tabs at the top of Portal page. If you have more than one child on your account, the tabs allow

PowerSchool		you to move between the
1	Anna Albert Eddie	children.
$\langle$		
	Navigation	6
	Attendance History	
	Email Notification	
	School Bulletin	H B
	Class Registration	E
	My Schedule	
	School Information	
	Account Preferences	E
	Returning Student Registration 2020-2021	Br E
	Student Fees	Si H E
$\langle$	Report Card	4. Click on the Report Card
		boption.

5. Click on the report card you wish to view.

Anna Albert Eddie							
Navigation Student Deport Cord							
Attendance History	Student Report Card						
Email Notification	Report Card						
School Bulletin							
Class Registration	Name	School	Date				
My Schedule	2019-2020 T1 Report Card 2019-2020 T2 Report Card	Keenooshayo Elementary School Keenooshayo Elementary School	06/12/2020 06/12/2020				
School							
Account Preferences	Unblock popup window in browser for Powerschool site.						
Returning Student Registration 2020-2021	Instructions						
Student Fees	This instructional text will not be sent to the printer.						
Report Card	The fully supported browsers for this report are FireFox, and Chrome (recommend) Recommend to save as PDF using Chrome, then print the PDF.						

The report cards will remain available on the Parent Portal for as long as you have access. The reports may be printed or downloaded and saved digitally.

## Troubleshooting

If you are having difficulties opening your child's report card, try:

- turning off the pop up blocker for Powerschool in your security settings. The report card opens as a new window in your browser.
- using Chrome or FireFox. The report works best in these two browsers. If you are using Explorer or Safari, try Chrome or FireFox.