

You should have created a PowerSchool Parent Portal (PS PP) account, which is now accessed by clicking on the PowerSchool badge from our website:

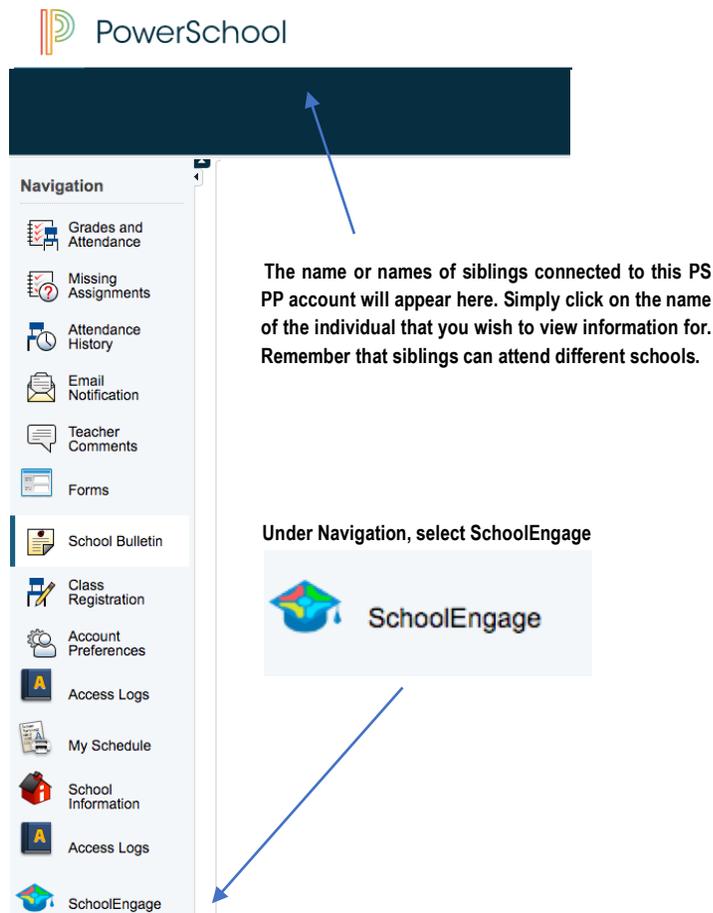


or by typing the following URL into the address bar of your internet browser:

<https://ps.rockyview.ab.ca/public>

A link to the PS PP can also be found on our school website (select the **Parents tab** then click on the **Powerschool Parents/Students viewlet**).

Once you have logged into PowerSchool, please select SchoolEngage



The screenshot shows the PowerSchool user interface. At the top, the 'PowerSchool' logo is visible. Below it is a dark blue navigation bar. A sidebar menu on the left lists various options under the heading 'Navigation'. The 'SchoolEngage' option is highlighted at the bottom of the list. A blue arrow points from the text below to the 'SchoolEngage' option in the menu.

Navigation

- Grades and Attendance
- Missing Assignments
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin
- Class Registration
- Account Preferences
- Access Logs
- My Schedule
- School Information
- Access Logs
- SchoolEngage

The name or names of siblings connected to this PS PP account will appear here. Simply click on the name of the individual that you wish to view information for. Remember that siblings can attend different schools.

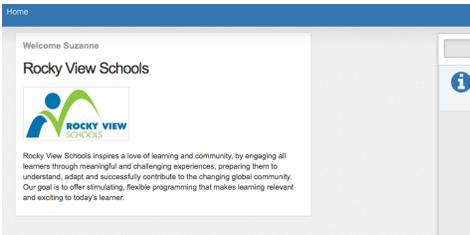
Under Navigation, select SchoolEngage



Click on the bell with a red number, to see your outstanding items:

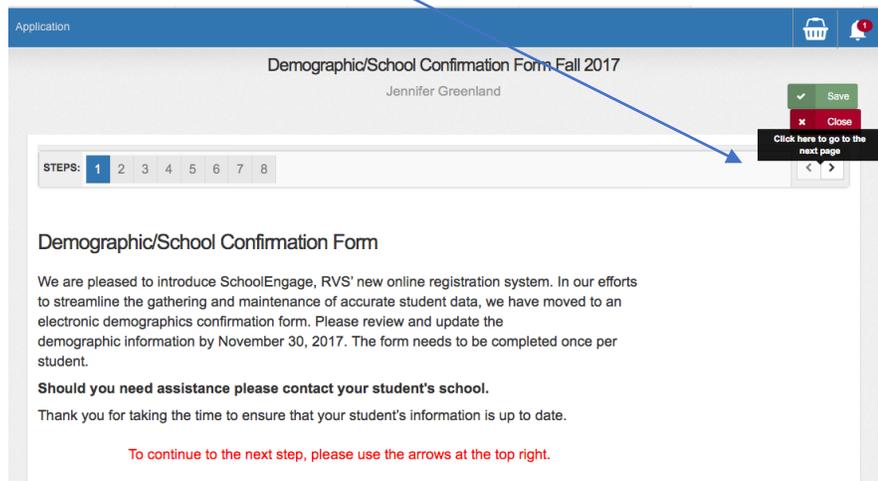
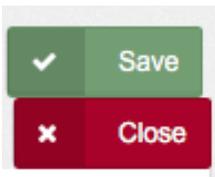


Once you select the bell, you will see any incomplete forms. Please select each student with an incomplete form.

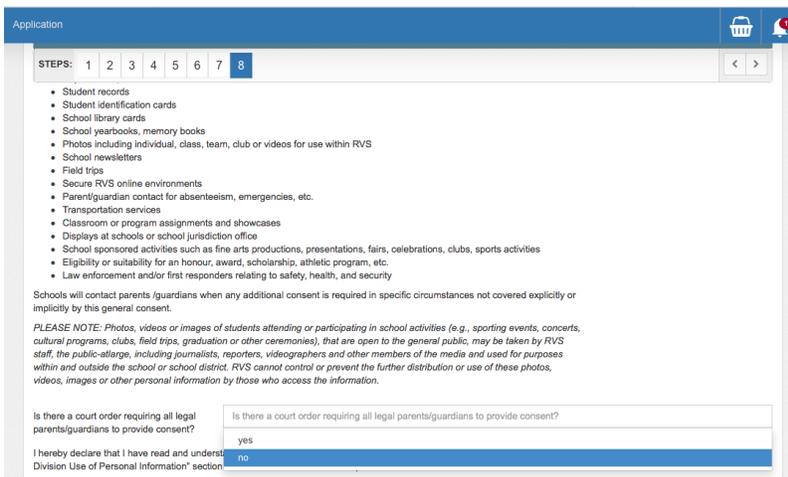


Student Name has incomplete form.

Please note that you must use the arrows on the top of the screen to navigate to each page. Please make sure to confirm all data on all 8 pages, and click on the green save icon for each page that changes are entered.



Page 8 has 2 drop down menus where you must make selections before you can save the page and submit the changes. The first drop down is a YES or NO.

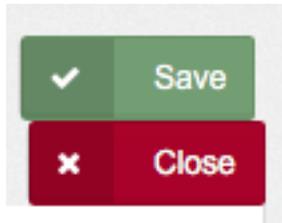


The second selection requires you to click on the word YES



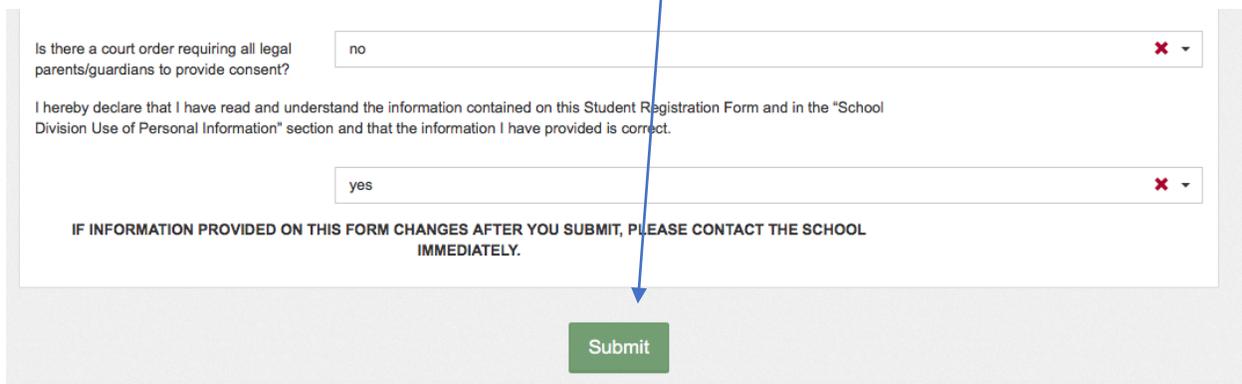
A screenshot of a dropdown menu. The menu is open, showing a list of options. The option 'yes' is highlighted in a blue bar. A blue arrow points from the text above to the 'yes' option.

Once you have made both selections, click on the green save at the top



A screenshot of two buttons. The top button is green with a white checkmark icon and the text 'Save'. The bottom button is red with a white 'x' icon and the text 'Close'. A blue arrow points from the text above to the 'Save' button.

Once you have saved page 8 selections, click on SUBMIT



A screenshot of a form. The first question is 'Is there a court order requiring all legal parents/guardians to provide consent?' with a dropdown menu set to 'no'. The second question is 'I hereby declare that I have read and understand the information contained on this Student Registration Form and in the "School Division Use of Personal Information" section and that the information I have provided is correct.' with a dropdown menu set to 'yes'. Below the questions is a warning: 'IF INFORMATION PROVIDED ON THIS FORM CHANGES AFTER YOU SUBMIT, PLEASE CONTACT THE SCHOOL IMMEDIATELY.' At the bottom of the form is a green 'Submit' button. A blue arrow points from the text above to the 'Submit' button.

Please remember to click on the bell to view Notifications for any other outstanding documents required for your other students.