



Prescott Learning Centre
 340 Pioneer Road
 Spruce Grove, AB
 T7X 0T1

PowerSchool Parent Portal ACCOUNT CREATION

To create a parent portal account, please follow the directions below. We have found that it works better to create an account with a computer, but after it is created, you can access the Parent Portal through a browser on your phone or tablet to view and update information.

1. Go to the PSD website <http://www.psd.ca>
2. In Quick Links click on PowerSchool
3. There are further instructions in "View PowerSchool Account Creation Instructions"
4. Click on "Sign in to PowerSchool" then the "Create Account" tab and click Create Account
5. Enter your "Parent Account Details", your username and password must not contain any spaces or special characters
6. Then "Link Students to Account"
7. The Access ID and Access Password for each of your children is below
8. Click enter
9. To access fees or report card, please wait at least 1 hour after initial account creation for the links to sync.

Name
 Access ID
 Access Password

Name
 Access ID
 Access Password

Parent Portal ADD ANOTHER STUDENT

To add another child to your Parent Portal Account;

1. Login to your account and choose Account Preferences
2. Select the Students tab at the top of the page
3. Click ADD
4. Add the Student Access Information (see below) and click OK
5. You will now have a tab at the top of the page for each of your children
6. To access fees or K-9 report card, please wait at least 1 hour after adding the child to allow the links to sync

Name
 ACCESS ID
 ACCESS PASSWORD

Name
 ACCESS ID
 ACCESS PASSWORD

Parent Portal TEMPORARY PASSWORD

You can go directly to the Parent Portal by clicking this link. www.powerschool.psd.ca/public Your Username is: Whatever you created
 Your Temporary Password is **prescott1234**

Once you login, it will ask you to reset your password. Your new password must contain only numbers and letters without spaces and be at least 7 characters long.
 Then hit **Save**.





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Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Student Fees
- Email Notification

Student FEES & PAYMENTS

How do I access RYCOR Online Payments?
 Within the Parent Portal (browser only) click on the Student Fees - located on the left hand side.

How do I use RYCOR online payments?



Summary



Due Now Future Charges Paid

Prescott Learning Centre

2024/2025	Fee	Paid	All Adj	Due	In Cart
Field Trips					
Gr. 3 Shumka Ukrainian Dance	\$18.50	\$17.00	-	\$1.50	<input checked="" type="checkbox"/>
Total:	\$18.50	\$17.00	\$0.00	\$1.50	\$1.50

New Items

Cross Country
2023/2024

PLC THE NUTCRACKER
Weds, Dec. 4th-
SURNAME A-K & Kinder
Mon/Weds (1 PM SHOW)
2024/2025

PLC THE NUTCRACKER
Thurs, Dec 5th-
SURNAME L-Z & Kinder
Tues/Thurs (10:30 AM
Show)
2024/2025

PLC THE NUTCRACKER
Weds, Dec. 4th
SURNAME A-K & Kinder
Tues/Thurs (6:30 PM Show)
2024/2025

PLC THE NUTCRACKER
Thurs Dec. 5th-
SURNAME L-Z & Kinder
Tues/Thurs (6:30 PM Show)
2024/2025





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1. The Fee Summary page provides the outstanding balance for each student attached to your parent account.
2. Each student will also have their own separate tab that displays a detailed breakdown of fees on the individual accounts.
3. The total amount due for all children will appear in the CART total in the top right corner of the window.
4. Click on different Account icons to view or edit details of your parent account:
 - a. Manage Cards - if your School District offers pre-authorized payments plans, then you can add and edit credit card information here.
 - b. My Orders - view past payments on your account.

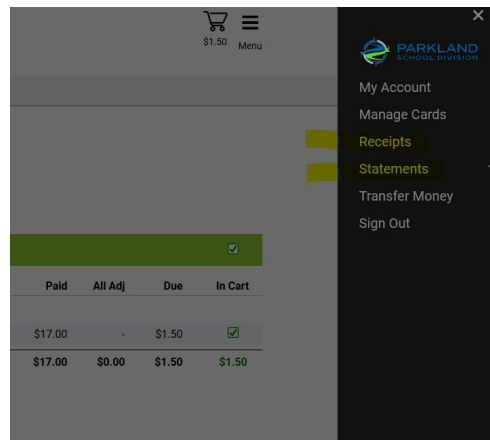
Understanding the Student Account tab

1. Click on each tab to review individual student fees.
2. Any notes from the school or district will appear in yellow at the top of the screen.
3. The default view is School Fees Due Now, but you can also view Future Charges and past Paid.
4. All mandatory school fees will already have been added to the shopping cart, you have the option of changing which fees are in the cart.
5. At the bottom of the window is a section called Additional Items, which are optional fees that can be added to a shopping cart. These fees are not included in a student's outstanding balance until added to the cart.

Printing Student Account Statements

You can print and save student account statements to your computer for any child attached to your parent account.

1. Navigate to the appropriate student tab.
2. Click on the MENU (Three lines at top right).
3. Click on RECEIPTS or STATEMENTS
4. The student account statement will pop-up in another window.
5. Print or save the statement to your computer.



Viewing the Cart

After you have added all fees to your shopping cart, click on View Cart in the top right-hand corner of the screen to review your cart. You may remove items from your cart by clicking the remove button next to a fee and your Student Total will adjust accordingly. Once you are ready to make payment, click on the Pay Now button.





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NOTICE * Please be advised of current intermittent processing issues with RBC debit card. If you are currently wanting to pay with an RBC Debit Card please use an alternate form of payment. Alternatively a payment in person can be made at the Division office.**

Total Amount

\$1.50

Dimitrios Agiannidis

Prescott Learning Centre

2024/2025	Due	Pay
Field Trips		
Gr. 3 Shumka Ukrainian Dance	\$1.50	\$1.50
Total:	\$1.50	\$1.50

Payment Options

If you are unable to make a full payment at this time, you can make a partial payment or join a payment plan.

[Partial Payment](#)

Payment Method

No Saved Cards on Profile
[Manage Saved Cards](#)

Credit Card

VISA VISA DEBIT MASTERCARD AMEX

INTERAC® Online

Pay by Credit Card

Making a Partial Payment

You can choose to pay for a portion of school fees if you do not wish to pay the full amount. When viewing your cart total, you can delete the amount in the green Student Payment box for each student, and change it to another amount.

- Click on the Payment Options (Partial Payment) button to update your total payment amount. Payments will be applied to fees based on a priority ranking system determined by the School District.
- Click on the Pay Now button when ready to provide payment.

Checking Out

After reviewing each student tab, click the Submit Payment button in the bottom left-hand corner of the window to pay for school fees.

Enter Payment Details

Once you are brought to the Payment Details page, select your Payment Type:

- Credit Card
- Interac Online





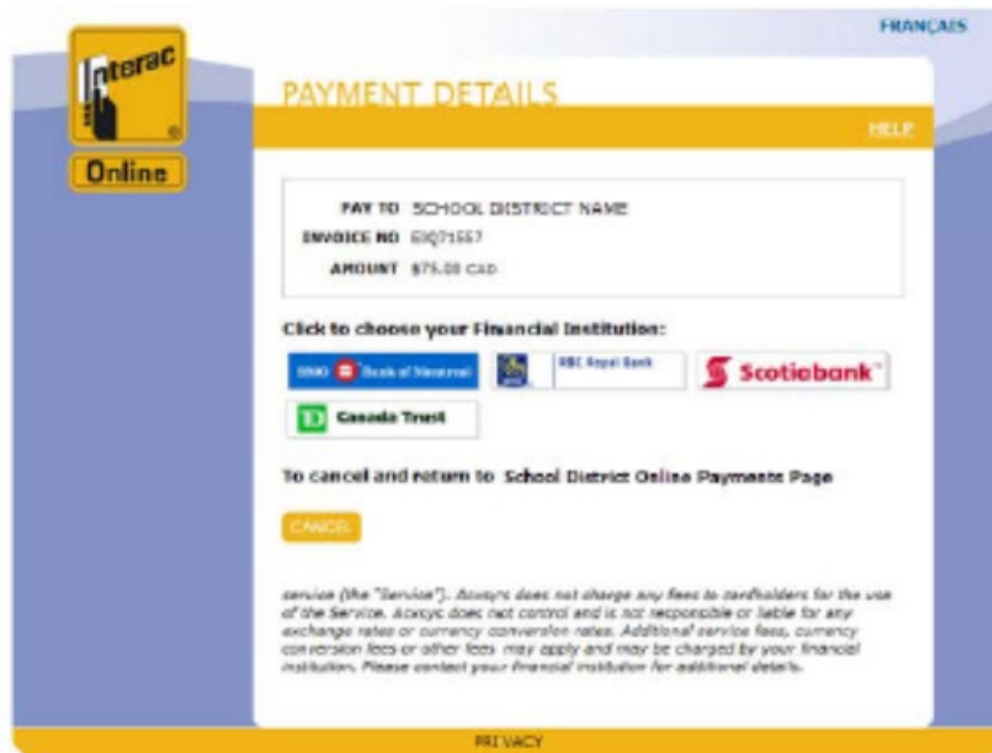
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Credit Card Payments

Parkland School Division accepts Visa, MasterCard and American Express credit cards.

Interac Online Payments

When you are ready to check out, you can select the Interac Online payment type. After clicking on the Submit Payment button, you must then choose a Financial Institution. Once you click on your Financial Institution, you will be brought to their online banking page and must log in to your bank with your regular online banking username and password.



If you do not bank with one of the financial institutions below, you will not be able to pay with Interac Online. Please note that Interac Online acceptance is determined by individual financial institutions and NOT by the School District, Rycor Software or Moneris.

