PowerSchool Parent Sign In Information Sheet

Dear Parents/Guardians;

Returning Users

If you have a PowerSchool account from last year feel free to continue using that username and password. As a security precaution, it is a good idea to change your password once logged in.

If you do not remember your username and password from last year, click on the "having trouble signing in?" link to retrieve this information.

New Users

Setting up your Parent PowerSchool account.

1. Navigate to the school website. Click on the PowerSchool link or go to https://powerschool.rdcrs.ca/public/ This will direct you to the Parent Portal in PowerSchool.
2. You will see a button labelled "Create Account". Click the button.
3. Fill out the information requested on the upper part. This includes your first and last name, email, username and password.
a) Ensure email is correct. More than one account can be created for each student. However, you cannot use the same email address to create more than one account.
b) Usernames can be any combination of letters and numbers.
4. On the lower part of the account creation screen, you will notice a series of blank boxes for Student Name, Access ID and Password. Fill in each of the boxes. (This information will be provided to you by your teacher and/or Administrator).
5. If you have received more than one of these letters, use the Access ID and Password contained in the other letters to link your children to the same single account.
6. Once you have entered all the information, you may click on Enter.
7. If you want to add a second child in your account, sign in to your account, go to account settings, students, add (See page 2).

Download the PowerSchool App

District Code
WLJC

If you have any questions, you may contact your child's school administration office during school/office hours and they can answer or direct you.

ST. MATTHEW
CATHOLIC SCHOOL

Adding a Second Child to your PowerSchool Account

1) Navigate to the school website. Click on the PowerSchool link or go to https://powerschool.rdcrs.ca/public/ This will direct you to the Parent Portal in PowerSchool and sign in.

2) In the navigation bar on the left hand side click on Account Preferences

Account Preferences
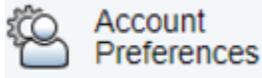
3) Click on the tab labelled "Students" then click the "Add" button

Account Preferences - Students

Profile	Students

My Students

To add a student to your Parent account, click the ADD button.   Add

4) Fill in each of the boxes. (This information will be provided to you by your teacher and/or Administrator). If you do not have this information please contact your child's school administration.

Add Student   ✖

Student Access Information

Student Name		
Access ID		
Access Password		
Relationship	-- Choose ▾	

Cancel   OK

5) Click the "OK" button. Your child has now been successfully added.