



## CREATING A NEW PARENT PORTAL ACCOUNT

If you have never created an BLSD Parent Portal Account, you will need to follow these steps.

1. Visit <https://powerschool.blsd.ca/public>

2. Select the CREATE ACCOUNT tab.

3. Click CREATE ACCOUNT.

PowerSchool SIS  
Student and Parent Sign In  
Sign In Create Account  
Select Language  
Username  
Password  
Forgot  
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Create an Account  
Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)  
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 your student's 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 child 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.

PowerSchool SIS  
All trademarks  
Create Parent Account  
Parent Account Details  
First Name  
Last Name  
Email  
Desired Username  
Password  
Re-enter Password  
Password must: -Be at least 8 characters long  
Link Students to Account  
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account  
1  
Student Name  
Access ID  
Access Password  
Relationship -- Choose

11. We recommend that you initially create your account for one student only and then add any additional students using the Account Preferences option once you have logged in for the first time.

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.