



Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador

# PowerSchool

## Internet Parent Portal

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Registration and User Guide for Parents and Students  
(Intermediate and Senior High levels only)  
at the CSFP

Registering will give you access to the following information:

- Access to your child's records
- Grades and attendance information
- Grades in real-time
- Teacher email addresses
- School calendar
- Teacher comments
- School Newsletter
- Choice of frequency of email notification
- And more...

**PowerSchool** Parent Portal provides students and parents with access to a wealth of information contained within the school records throughout the child's schooling. This portal fosters communication between home and school. Parents and students can create an account by following these steps:

- 1) Contact your child's school office and ask for the Welcome Letter for the Power School Parent Portal containing the "**Access ID**" and the "**Access Password**."
- 2) Go to the CSFP's Web site at [www.csfpl.ca](http://www.csfpl.ca) at Front Page. Click on the "**PowerSchool**" Tab on the menu to access the registration page.
- 3) Click on the "**Create Account**" tab and follow the instructions below:

**PowerSchool**

### Create a Parent Account

A parent account allows you to view the information for one or more students with a single sign in. You can also manage your personal account preferences.

To create a parent account, enter the following information:

- **Name** - Your first and last name
- **Email** - Student notifications and correspondence related to your parent account will be sent to this email
- **Desired Username** - Your username is your unique PowerSchool identity
- **Password** - Your password must be at least 1 characters long
- **Student Access Information** - Information for a minimum of one student, including the student name, Access ID, Access Password, and your relationship to the student

[Sign In](#)

- 4) After entering your information in the "**Create Parent Account**" section, go to the "**Link Students to Account**" section. To fill out these fields, you will need the following three things\*:
  - I. Student(s) exact name (your child)
  - II. Student(s) Access ID
  - III. Student(s) Access Password

\*See the Welcome Letter to the Power School Parent Portal

- 5) Enter this information, and then go back to the main Sign-In page "**Student and Parent Sign In**." Select your preferred language and enter your username and password to view your child/children's record.

\*Please note that a student wishing to register on the Parent Portal must follow the same instructions, using the ID and Password provided.

## Resources:

- 1) CSFP Website under: **PowerSchool**. On this page, select the resource format of your choice.
  - a. Video (in French)
  - b. Pamphlet
  - c. IBook - Parental Portal
  - d. YouTube Link, type: "PowerSchool - Parent Portal."



\*Access code on the Parent Portal main page

- 3) If further information is required, please contact your local **school Principal**.