



**Grande Prairie
Public School
Division**
Every Student Succeeds



PowerSchool
Parent Portal

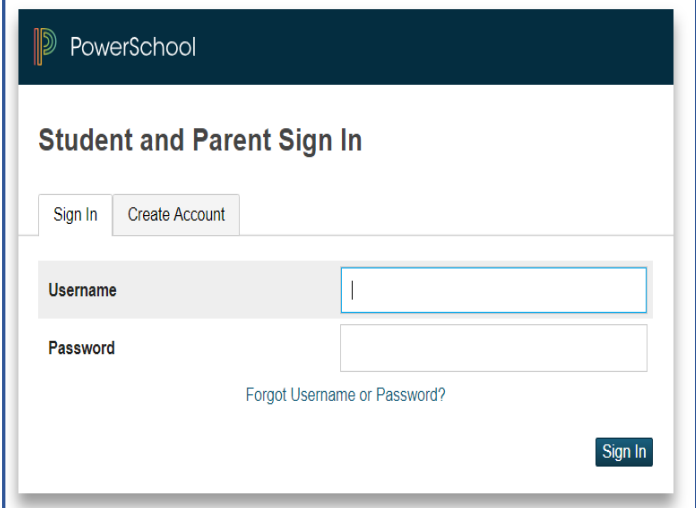


SchoolEngage

SchoolEngage

How to use it

Desktop or Mobile Device



PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

Forgot Username or Password?

Sign In

For a current GPPSD Families (you have children currently attending a GPPSD School) who have an active PowerSchool Parent Portal Account

Login to your PowerSchool Parent Portal

<https://powerschool.gppsd.ab.ca/public>

Then Access SchoolEngage complete forms for students.



12:15 PM 93%

gppsd.schoolengage.ca

Home

Welcome Carla

Grande Prairie Public School Division



**Grande Prairie
Public School
Division**

Every Student Succeeds [Help?](#)

**Independent / Mature / Adult Students Please contact the school directly, in order to proceed*

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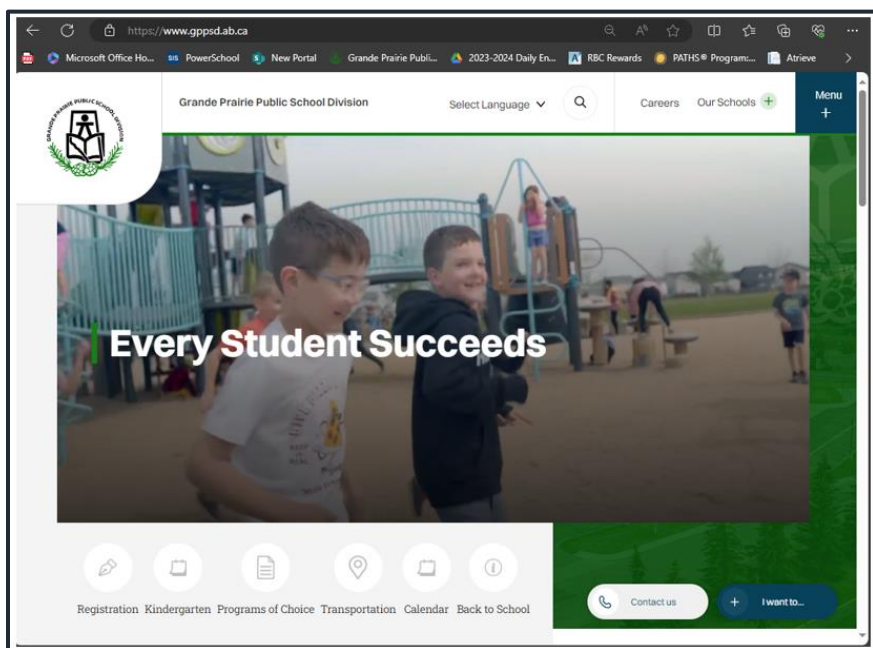
PowerSchool Parent Portal and then Access SchoolEngage (have an Active PowerSchool Account)

This information is for parents/guardians who have a child currently attending a school in Grande Prairie Public School Division.

Bookmark this link so you always have it available <https://powerschool.gppsd.ab.ca/public>

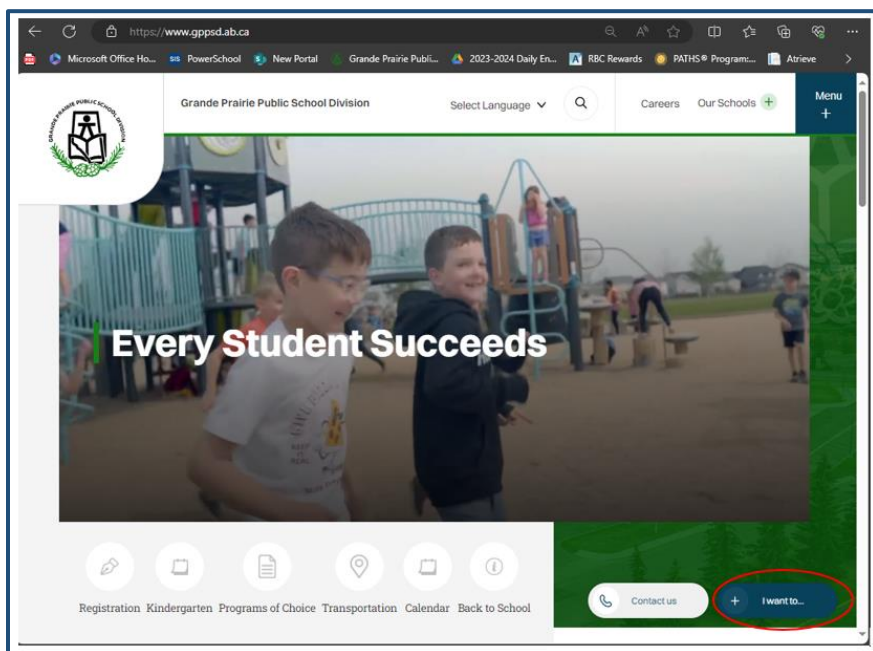
Or find the PowerSchool Parent Portal via Desktop Computer or on your Mobile Device.

Desktop Computer – Division Website



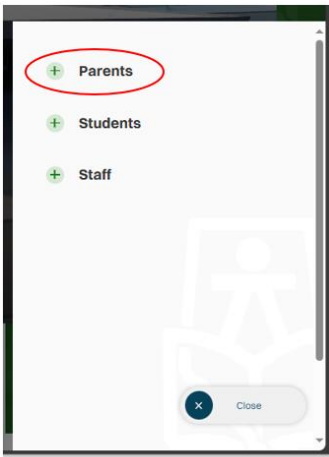
Visit the Grande Prairie Public School Division website

<https://www.gppsd.ab.ca>

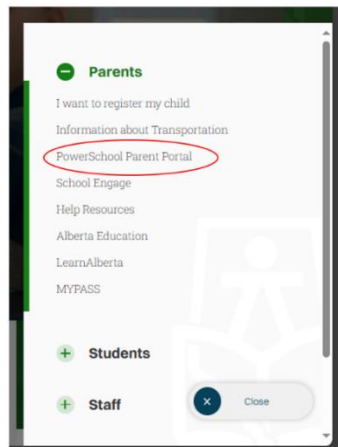


To find the PowerSchool Parent Portal Link

Click 'I want to...'

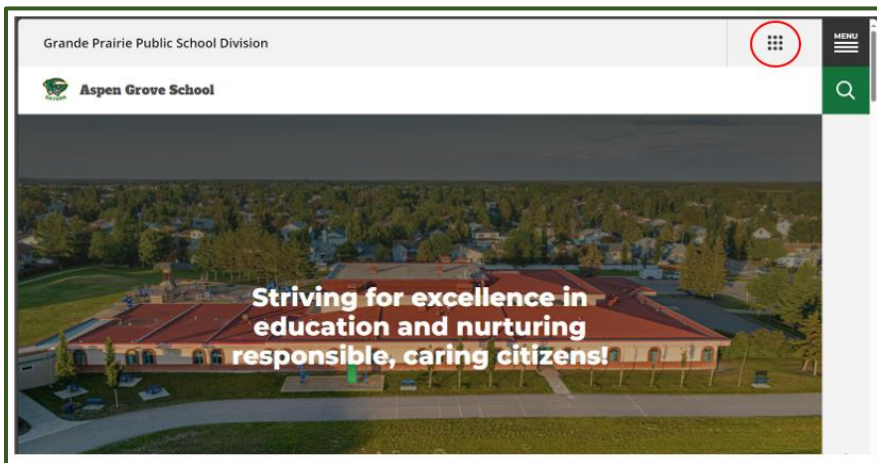


Select
'+Parents'

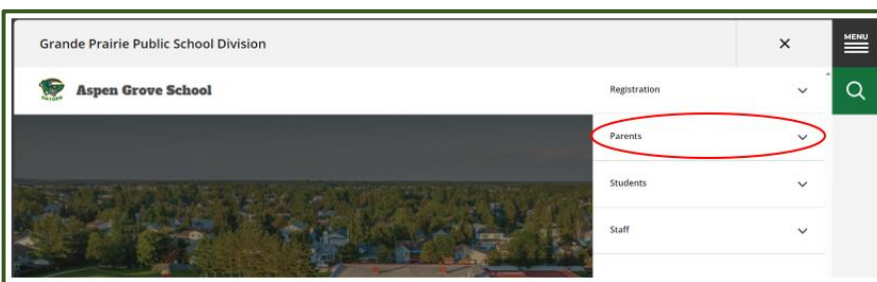


Select
'PowerSchool Parent Portal'

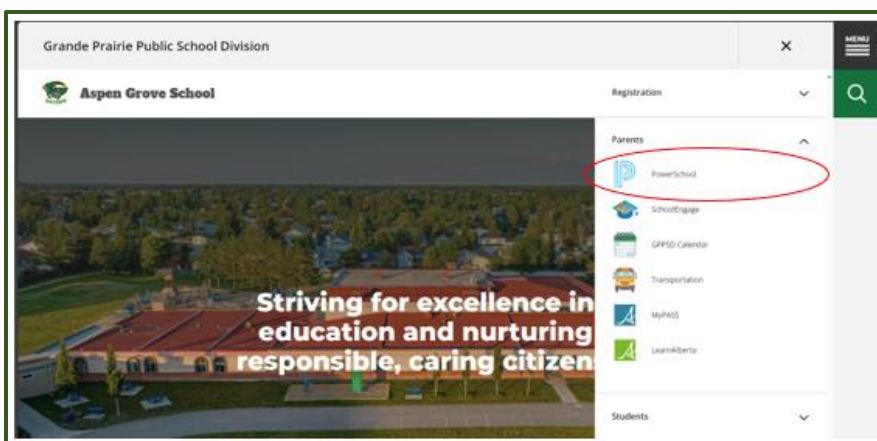
Desktop Computer School Website



Select the waffle menu

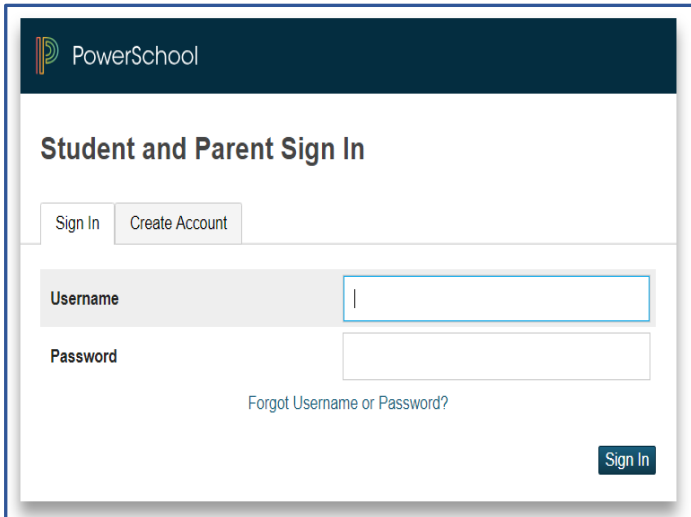


Select 'Parents' in the drop down menu



Select 'PowerSchool' from the Parent drop down menu

PowerSchool Parent Portal Log in



The screenshot shows the PowerSchool Parent Portal login interface. At the top left is the PowerSchool logo. Below it, the heading "Student and Parent Sign In" is displayed. There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

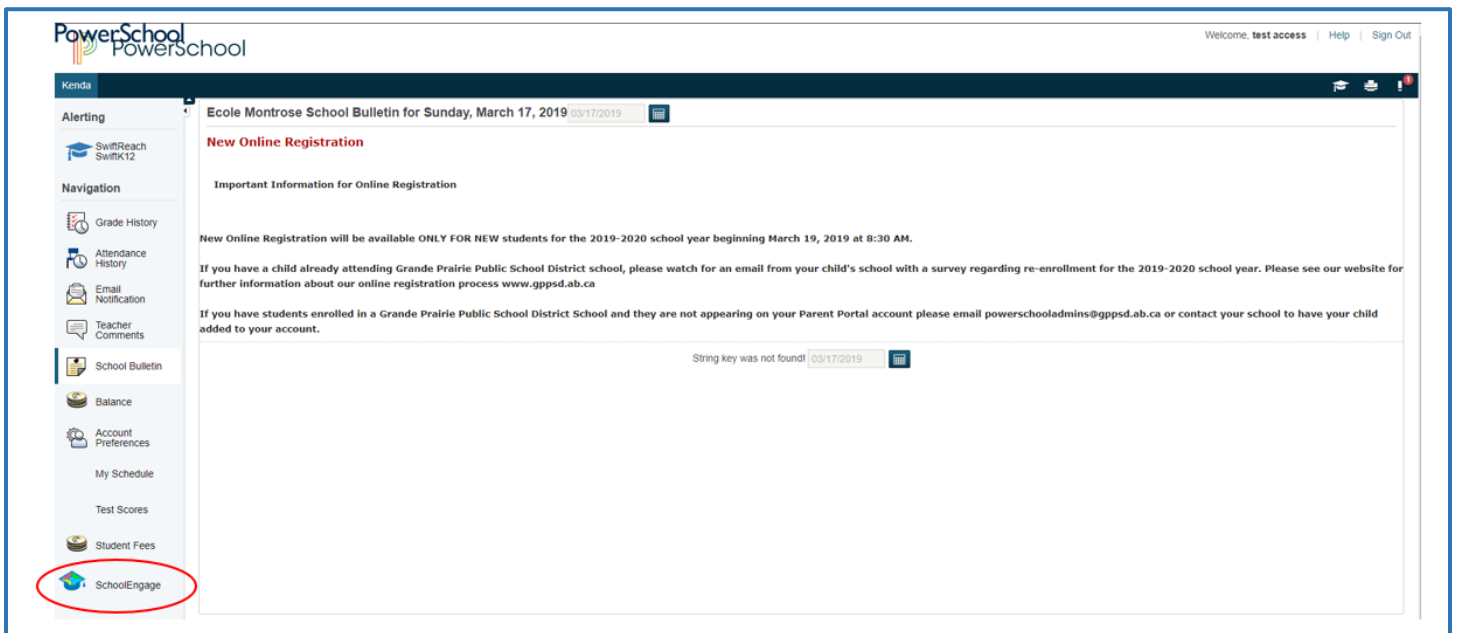
Login with your PowerSchool Parent Portal Username and Password.

The system will ask you to reset your password, if you haven't previously signed in.

Once you sign in the PowerSchool Parent Portal Home Page will open.

If you are having trouble with your login or password, please contact the school

PowerSchool Parent Portal Home Page will open once you are signed in.

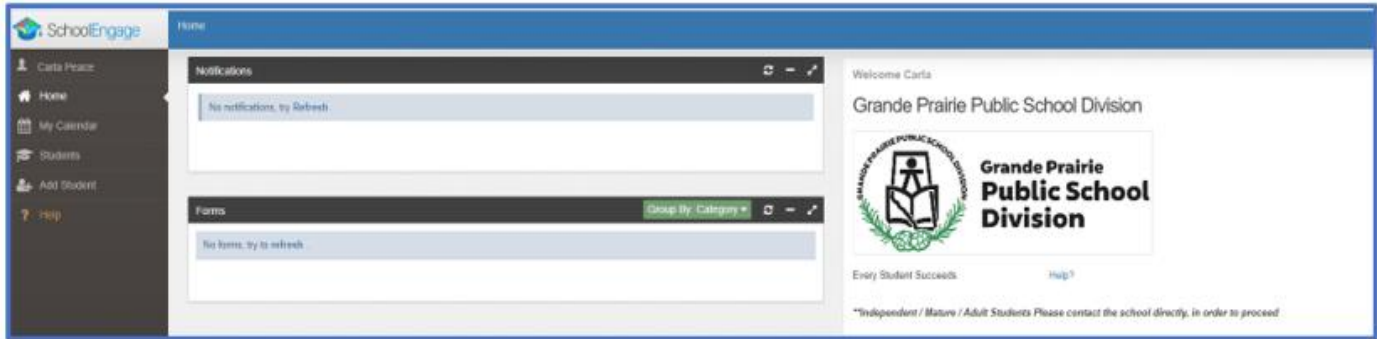


The screenshot displays the PowerSchool Parent Portal home page. The top navigation bar includes the PowerSchool logo, the user name "Welcome, test access", and links for "Help" and "Sign Out". A sidebar menu on the left lists various options: Alerting, SwiftReach, Navigation, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Balance, Account Preferences, My Schedule, Test Scores, Student Fees, and SchoolEngage. The "SchoolEngage" option is circled in red. The main content area features a "New Online Registration" announcement for the 2019-2020 school year, starting on March 19, 2019, at 8:30 AM. It provides instructions for new students and those already attending Grande Prairie Public School District, including a link to the registration process (www.gppsd.ab.ca).

From this menu you will be able to access:

- SchoolEngage to complete student forms

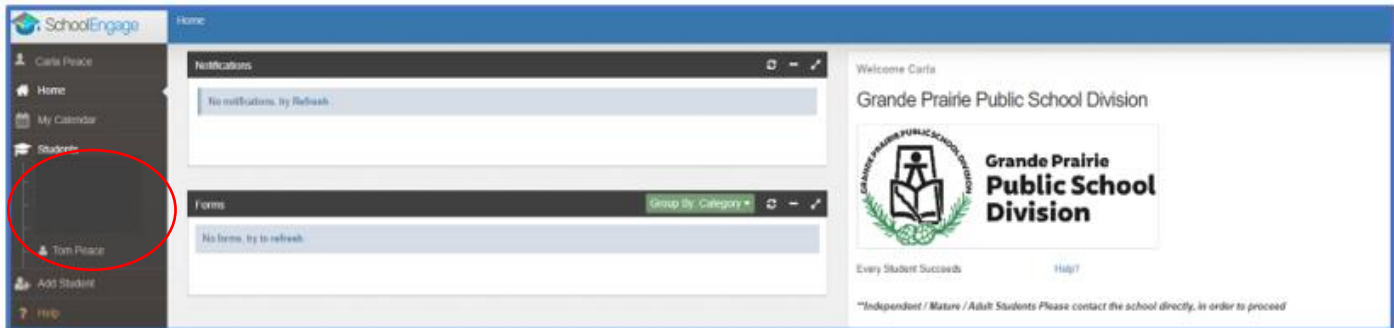
SchoolEngage Home Page



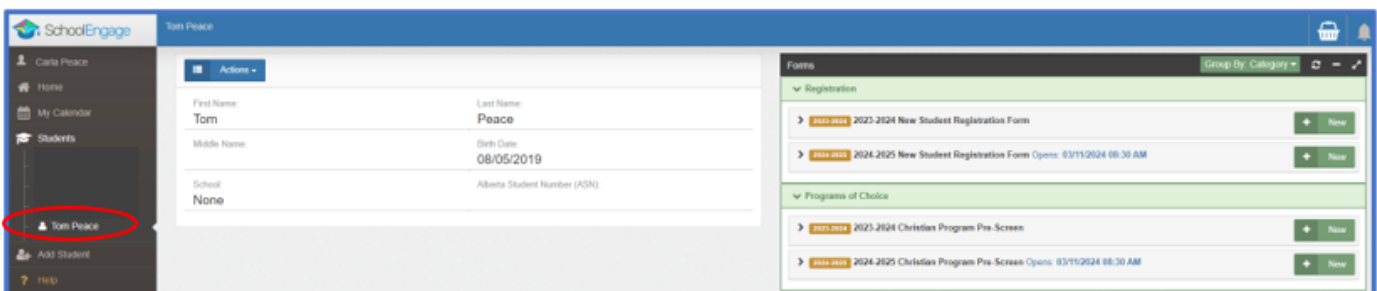
School Engage Student Menu



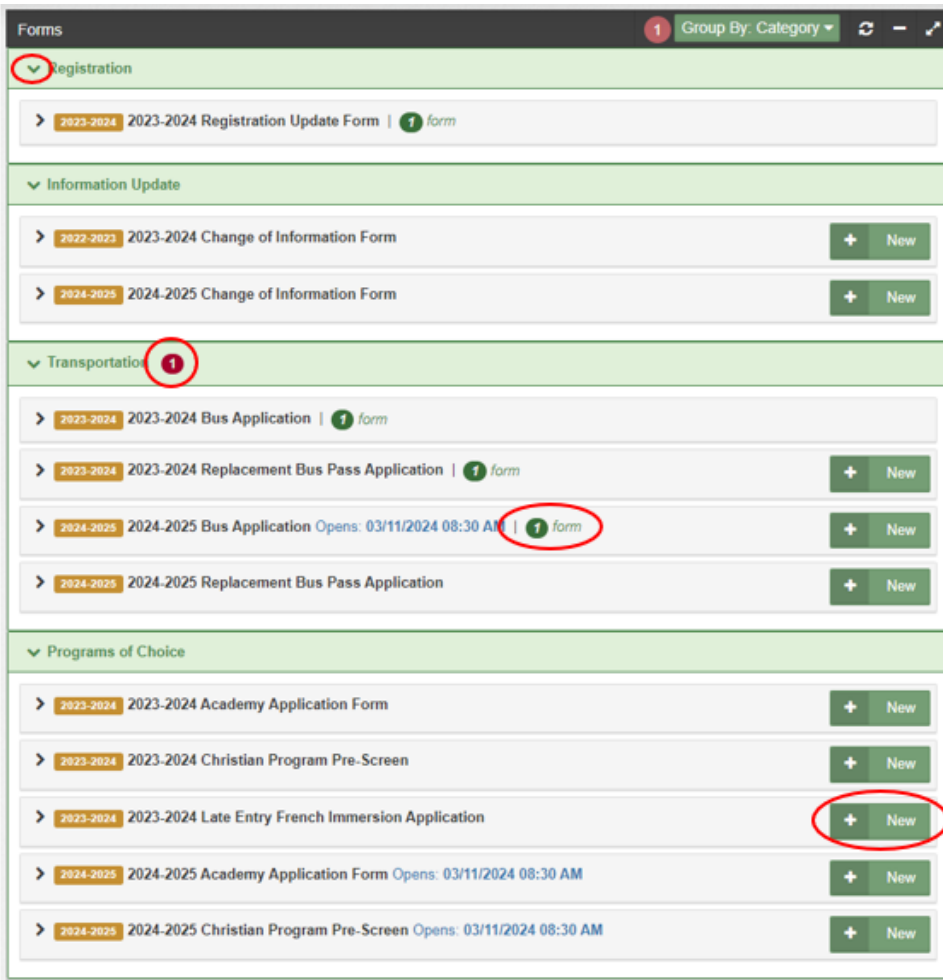
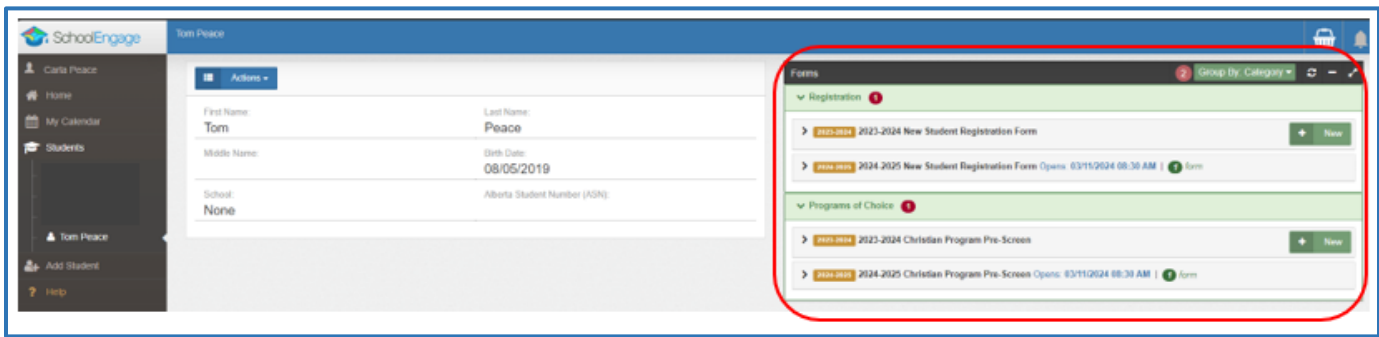
Student List- the list of students attached to your account.



Select the student to get the list of forms available for that student



Forms – the forms list on the right select any form you may need to complete for your



If the menu is collapsed and you can't see the form click the down arrow in the form title bar to expand the menu

Alerts

The Red Alert Number means you have a form that needs your attention.

The Green Alert Number means you have an active form and it may be completed.

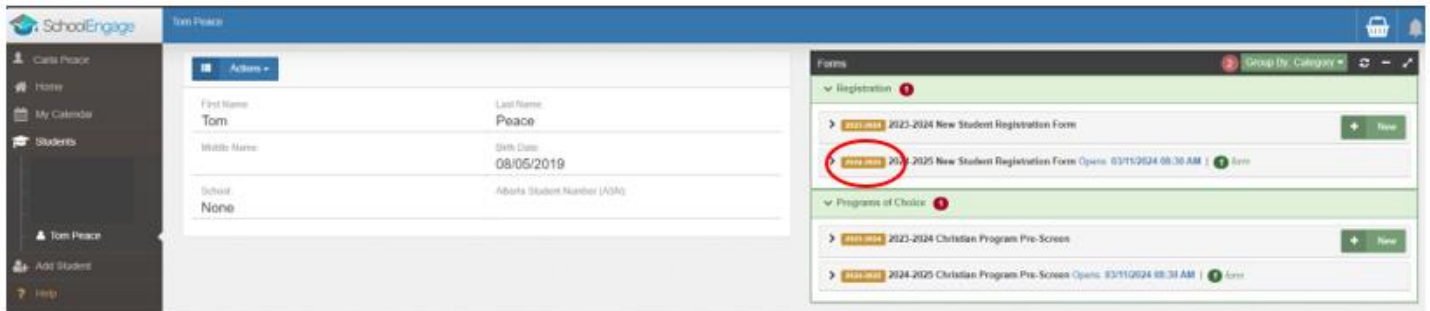
Selecting a Form

Click on the desired form, to complete the form click on *New*.

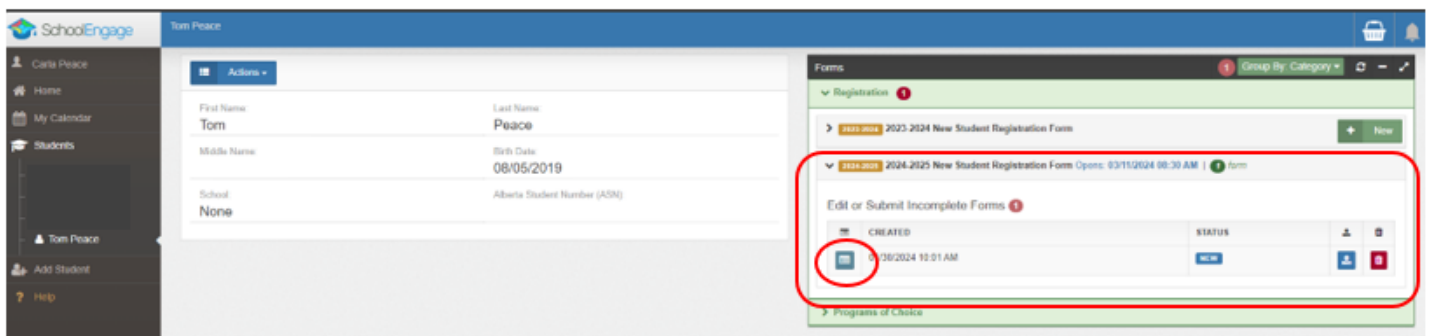
Once *New* is clicked,

the Form will appear and can be filled out.

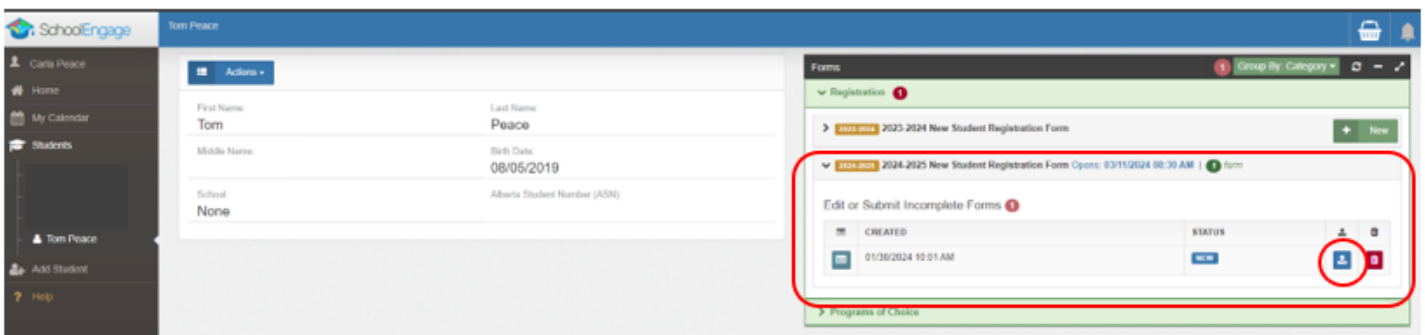
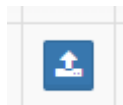
Editing a Form - Open the form by clicking on the yellow box with the year in it



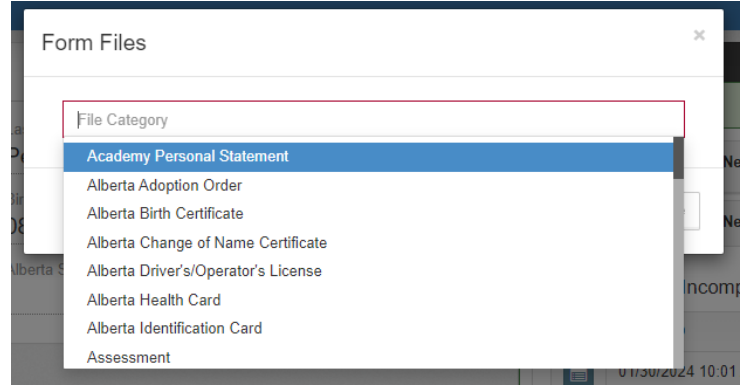
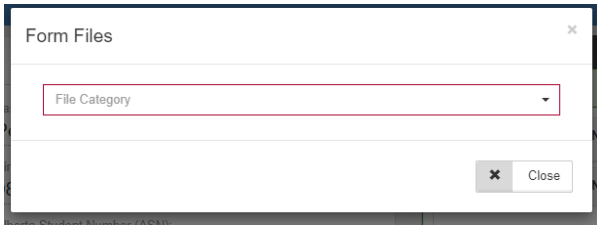
The form information box will open, open the form by clicking on the blue box with the white lines in it



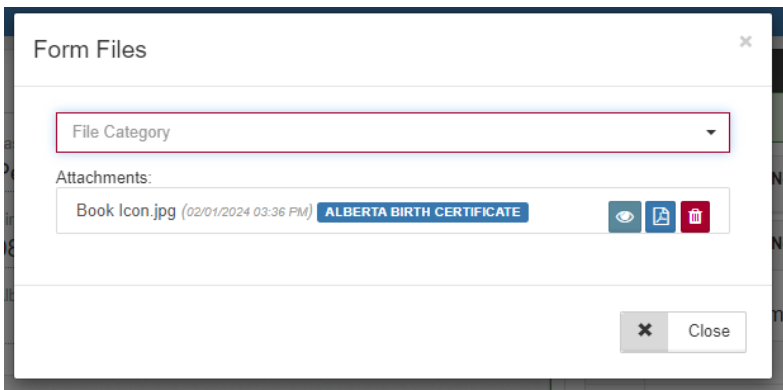
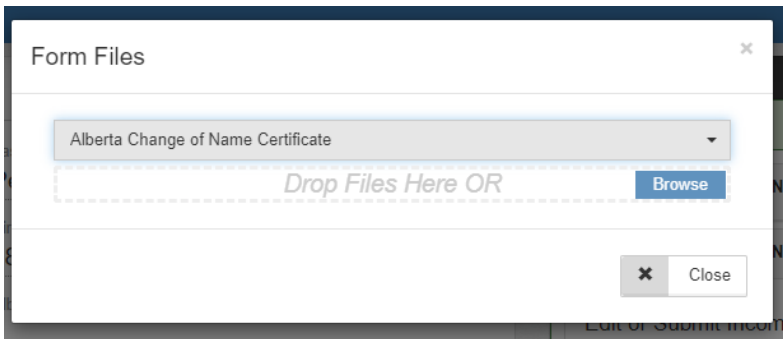
Upload Documents – click on the blue up arrow



Form Category – select the correct category of the file you are uploading



Drag and drop or browse your files to upload



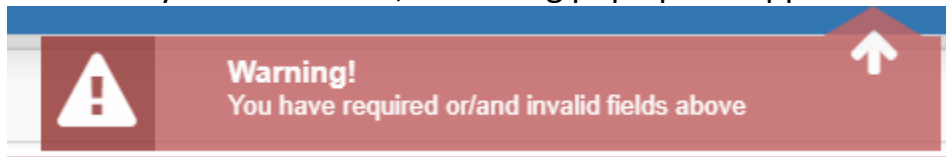
This is what an uploaded file looks like.

Click 'Close'

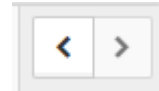
Following are options and considerations when completing a form.

Tips for Entering Information

- Mandatory fields are bordered in red. You will not be permitted to progress to the next page until they are completed.
 - If a mandatory field is missed, a warning pop up will appear.



- Fields with specific format will display a hint.
- Arrow buttons, and page number buttons, are available to navigate through the form.



- Completion status is displayed at the top of the page.



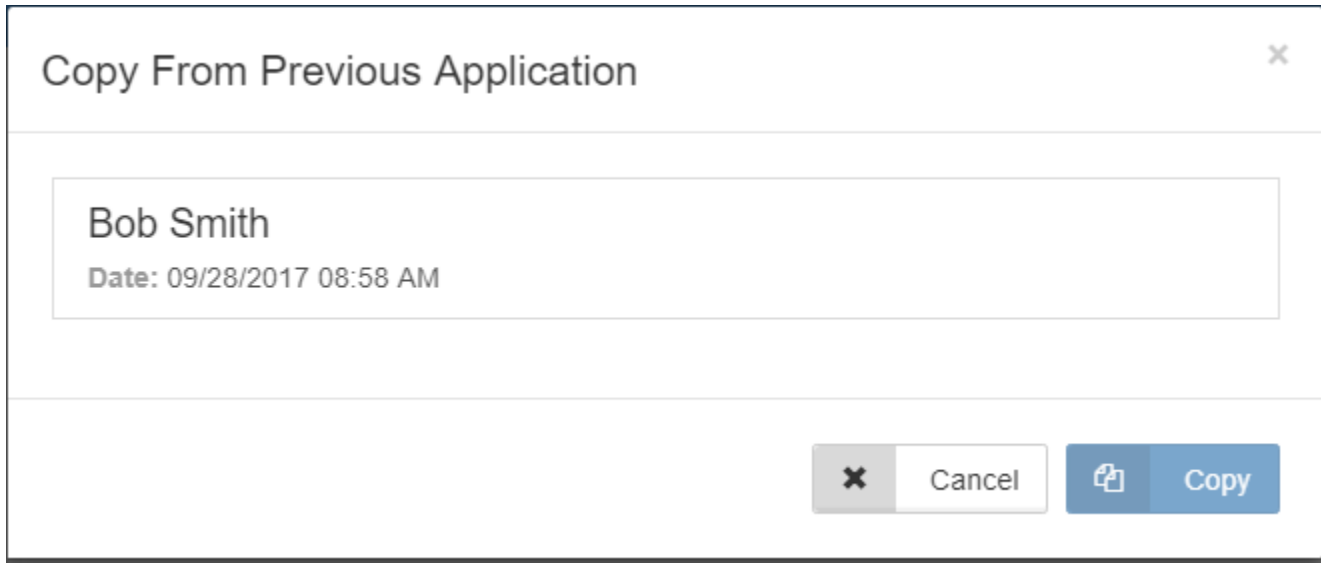
- To save page click on Save located at the top of the page. Data is also automatically saved as each step is completed. A form can be started and completed later.
- Some fields have a specific format such as phone numbers etc. 403-555-5555 and postal codes must have Capitals and #'s T8V 4R5
- **There is an X** on the right side of any box –if you have made a mistake in a field, you can click on the X to clear it and then continue.
- To go back to the previous screen, you can use the page numbers at the top, but only if you have completed the mandatory information on the screen that you are currently on.
- Make sure to Save at any time, you can also leave the Application and come back at any time.
- When the registration is submitted you will receive an email confirming that it was submitted.

Copy Headers (when registering multiple students in a family)

In the case where you may need to fill out the same form for more than one student, some forms will have a "Copy Header". Copy headers allow you to pull information such as parent information from previous form submissions to save time completing multiple forms. This will fill the data between the header selected and the next. If you see a section you'd like to auto-populate with information, press [Copy from previous application](#)

[\[Copy from previous application\]](#)

A pop-up will appear with a list of previous applications submitted from your parent account. You can either select an option and press [Copy](#)



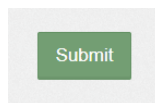
Copy From Previous Application

Bob Smith
Date: 09/28/2017 08:58 AM

Cancel Copy

Submit

Click submit when your form is complete.

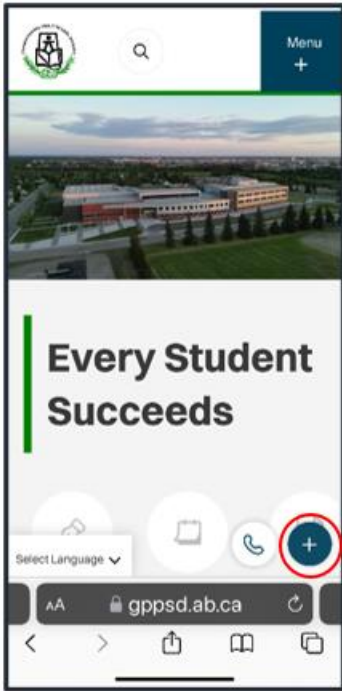


Once the form has been submitted, no further revision can be made, other than additions of document uploads. Please contact the school for any further revisions.

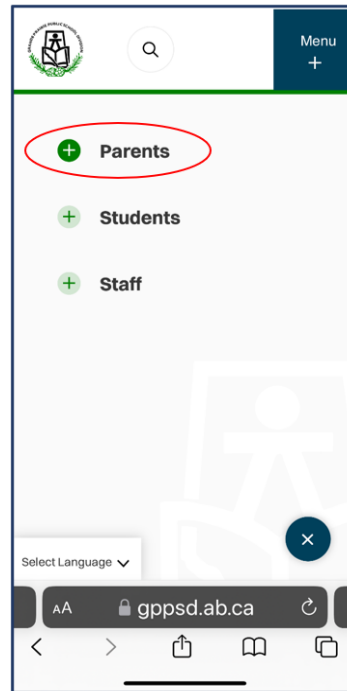
Mobile Device log in

Visit the Grande Prairie Public School Division website <https://www.gppsd.ab.ca>

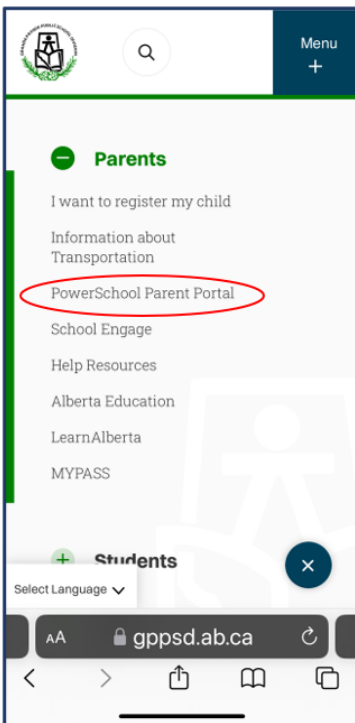
PowerSchool Parent Portal website <https://powerschool.gppsd.ab.ca/public>



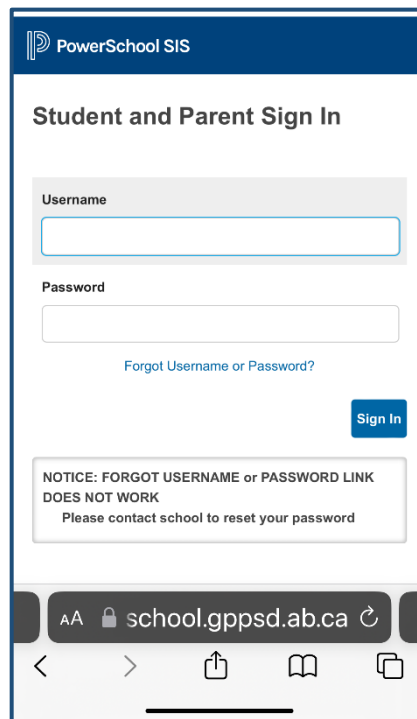
Expand the
'I want to menu...'



Select the
'+Parent Menu'

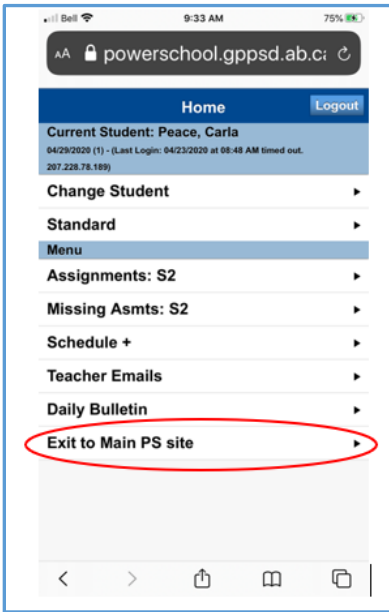


Select the
'PowerSchool
Parent Portal'

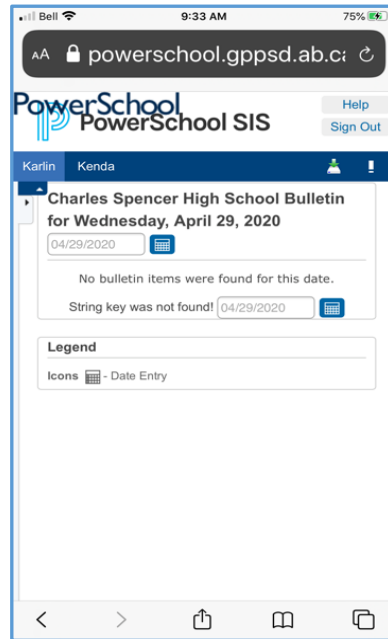


**Mobile
PowerSchool
Parent Portal
log in Screen.**

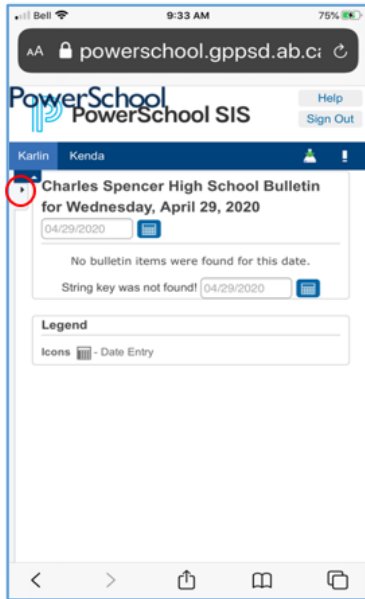
If you need a
password reset
contact your school.



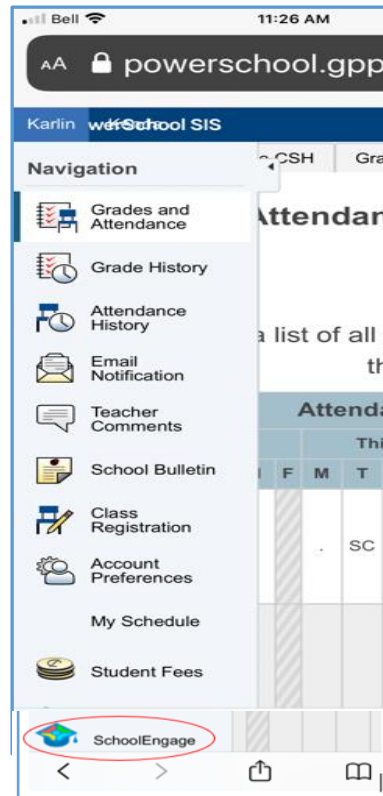
If you see this window, you will want to click Exit to Main PS site



Mobile PowerSchool Parent Portal Home Page



You will see a small gray tab with a black triangle in it, click the triangle, this will expand the Navigation Menu.



Navigation Menu you may have to scroll to the bottom to see the School Engage icon.

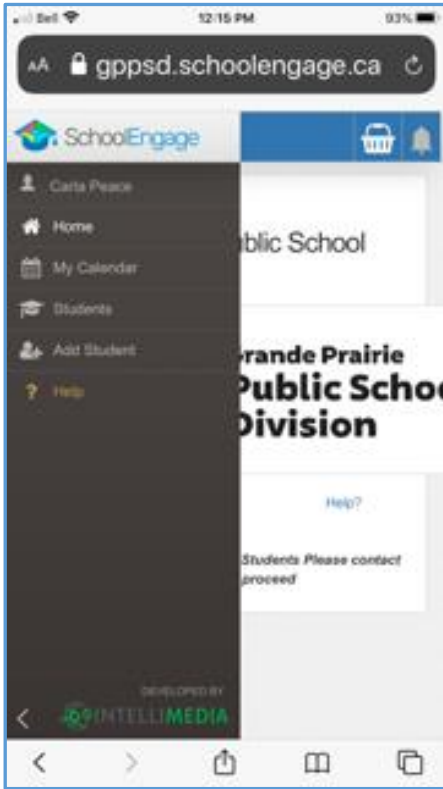
Mobile SchoolEngage Home Page



SchoolEngage Navigation Menu

Click the grey box with the lines to open the.



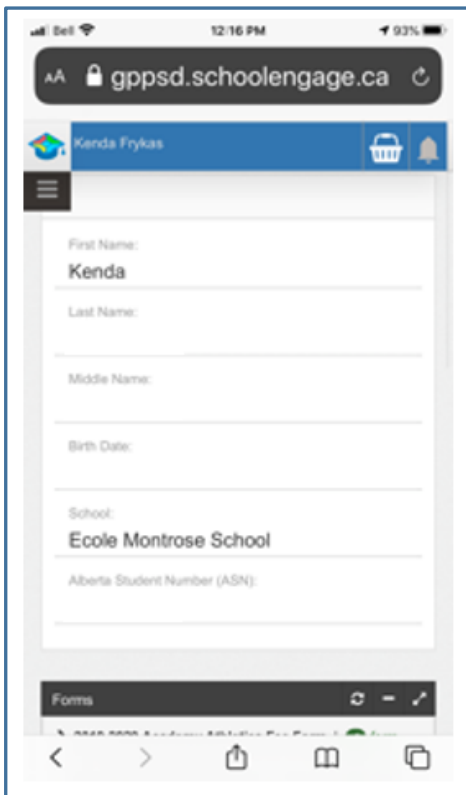
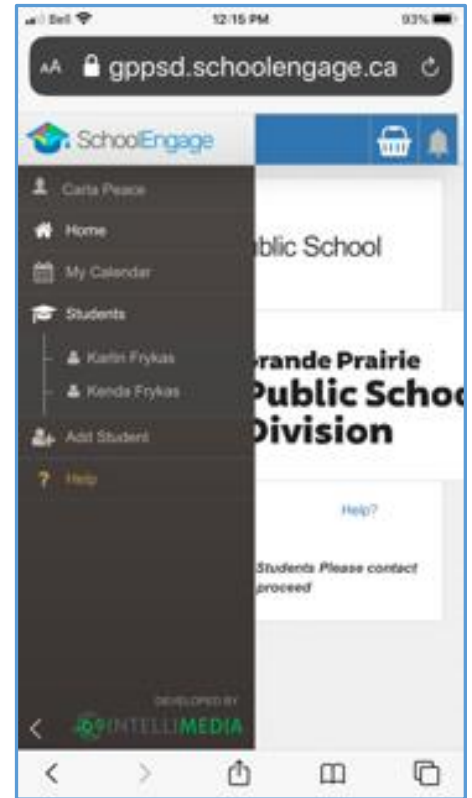


Students

Click 'Students', this will open all students that are attached to your profile.

Student List

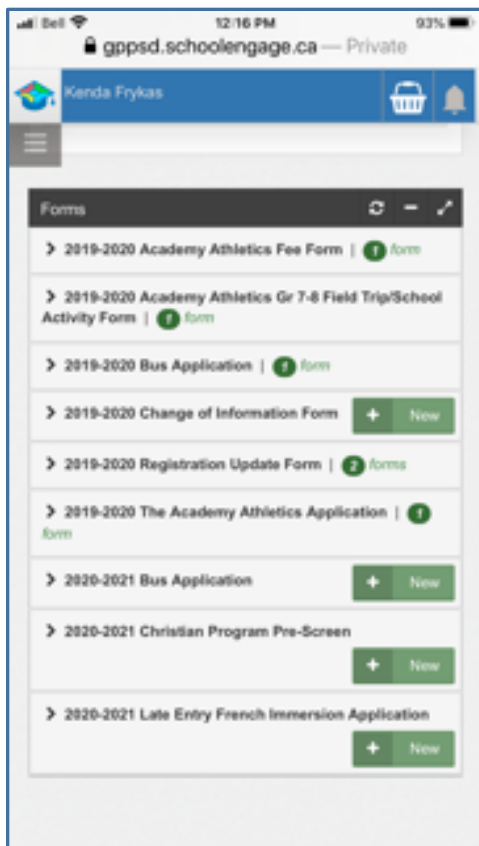
Any students that have required actions on forms, there will be a red dot on students, and a red dot on the student with the form.



Student Profile

By clicking the student name it will bring up their student profile.

Scroll down to see the Forms List



Forms List

Listed will be any available forms to this student


Completing a Form

Any for that has a “New” green box beside it is a new form that can be completed.

Any that have the green “Form” means you have already completed this form.

Alerts

Any forms that have this Red dot and the message “form requires attention” are forms that need to be completed.

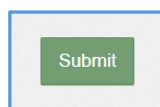
> 2020-2021 Are You Returning? |  form requires attention

Complete all pages of the form as required. Fields that need to be completed will be red outlined.

If field data has been auto populated with information, many of those field can be changed. If you need a change that is not available to you, please contact your school.

Submit

Click submit when your form is complete.



Once the form has been submitted, no further revision can be made, other than additions of document uploads. Please contact the school for any further revisions.