

Creating your parent account

1. Access parentportal.ca
2. Once on the main page, click on 'Log in' at the top right
3. If you don't have an account, click on 'Create your account' at the bottom.
4. When creating your account, you must use the email address you provided to the school.
5. Enter your email, then click on 'get a verification code'. Leave this window OPEN. Retrieve your code from your email. Please note that for security reasons, you only have 15 minutes to retrieve the code, otherwise you will need to start this process all over again.
6. Once you have the code, enter it along with the password you'll be using for this site, and save.

You can also connect with your social media account

If you select a social media account on the left (Facebook, Google, etc.) you will need to **ALWAYS** sign in the same way, using **the same** social media account.

Can't see your children's files?

After verifying with the school that we have an accurate email, you might need to link your child(ren)'s file **manually**. Log in the portal and click on the 'display family' icon on the right.



You will need your child(ren)'s date of birth, ID number and/or permanent code to be able to add your child. This info can be found on previous report cards or by emailing the school.

Accessing report cards and invoices

To view report cards, log in to your Parent Portal account, and click on the Results button. Select the Report Cards tab. Ministry results are usually made available at the beginning of July, when applicable.

To view statement of accounts and tax slips, log in to your Parent Portal account, and click on the Finances button. Click on the appropriate tab to view.