



RETSD PowerSchool Guide

Parent Portal Access

For Guardians

February 2025



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[Student Information](#)



RETSD Administration Office

Created to support **Guardians** in accessing and using the Parent Portal



Guide topics:

- A. Account creation and access to Parent Portal.....p.3
- B. My First Login.....p.4
- C. Overview of the Parent Portal.....p.7
- D. Updating Parent Portal email or password.....p.8



A. Account Creation and Access to Parent Portal

Parent accounts

- Portal accounts are created at the school level.
- The school will create an account using your primary email address during enrollment.
- If you require a new or additional account for a custodial contact, please contact the school directly.

Student accounts

- As of February 2025, student accounts are NOT active.
- Grade 8-12 students will have their accounts activated for the course selection process in March of 2025.

Accessing the Parent Portal

Accessing the Parent Portal

The screenshot shows a web browser window with the URL <https://retsd.powerschool.com/>. The page displays the River East Transcona School Division logo and the PowerSchool SIS "Student and Parent Sign In" form. The form includes fields for "Username" and "Password", a "Forgot Username or Password?" link, and a "Sign In" button. Two callout boxes provide additional information: one states "Username is your entire email address." pointing to the Username field, and another states "Password was created by the user during first login. See part B of guide" pointing to the Password field.

Username is your entire email address.

Password was created by the user during first login.
See part B of guide

PowerSchool SIS
Student and Parent Sign In

Username

Password

[Forgot Username or Password?](#)

[Sign In](#)

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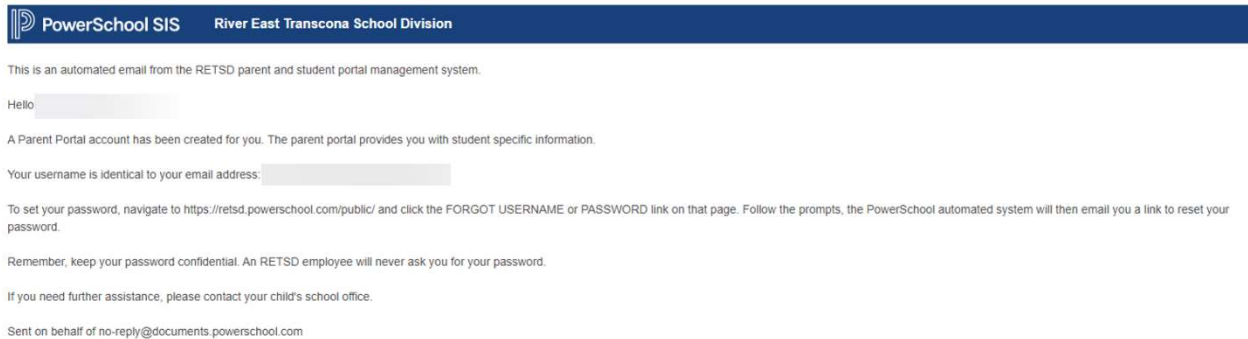
B. My First Login

- The login process requires a username and a password.
- Visit: <https://retsd.powerschool.com>

1) Username

- The username is your **entire primary email address**. This includes the portion before and after the @ symbol.
- You may have received confirmation of your username during:
 - School enrollment.
 - Initial account creation in February 2025. You would have received an email from no-reply@documents.powerschool.com

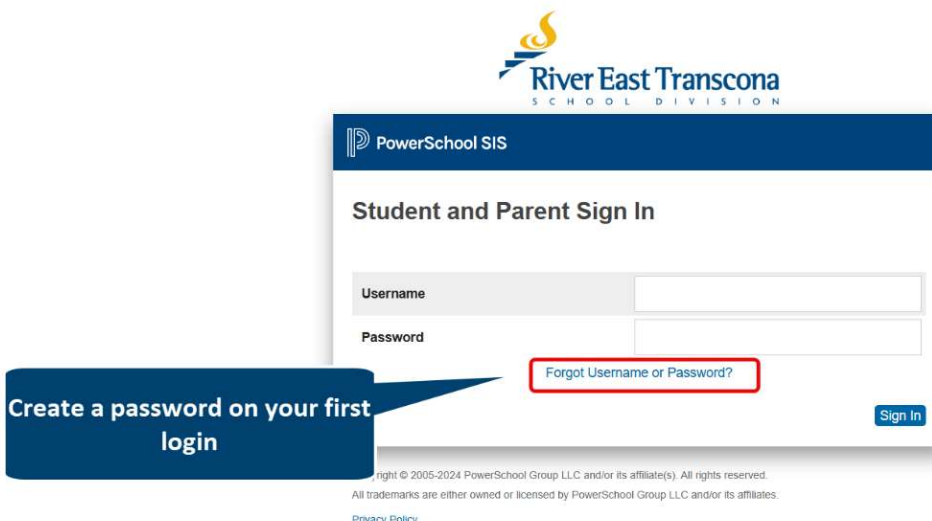
Initial account creation example email:



- You can always **recover your username and password** by using the Forgot Username or Password link on the login page.

2) Password

- For security reasons, RETSD will not create passwords for users.
- Users must create their own password on the first login using **The Forgot Username or Password** link on the login page. Please create a unique password.



- After clicking forgot username or password, enter your Username and Email Address.

Recover Account Sign In Information

Forgot Password? Forgot Username?

To recover your password or if you have been provided a username and are setting your password for the first time, provide the information below.

Username: youremail@usetheendpart.ca

Email Address: youremail@usetheendpart.ca

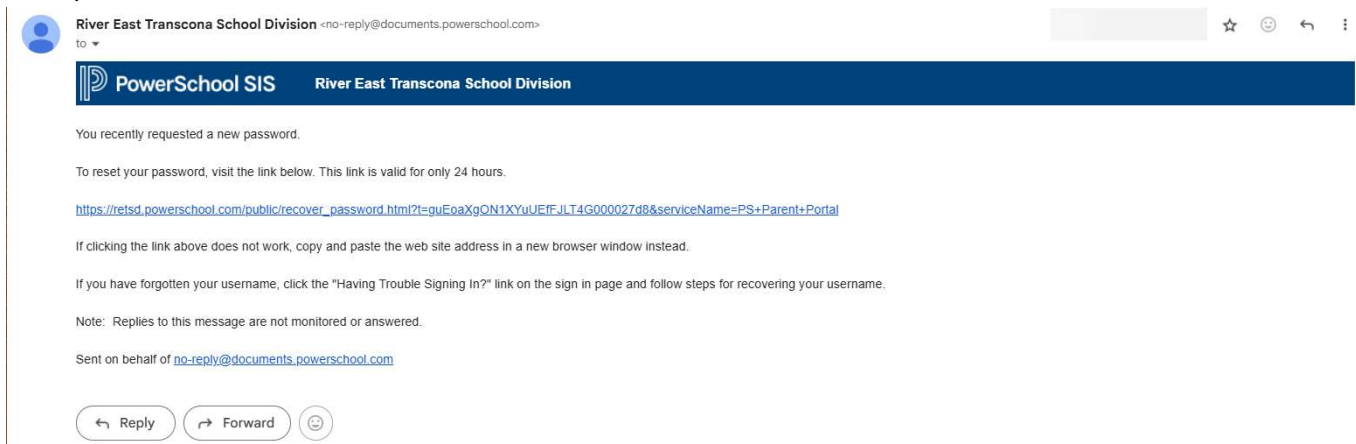
Enter

If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.

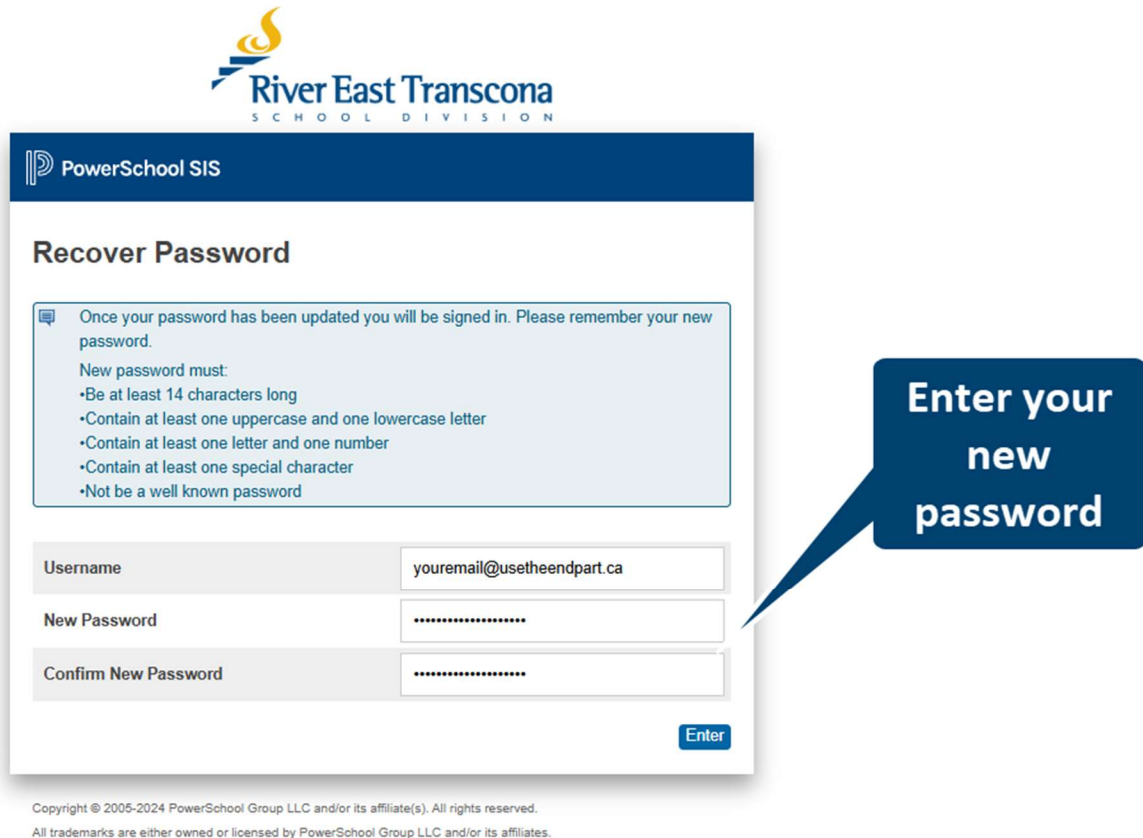
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- In a few minutes, an email will arrive from **no-reply@documents.powerschool.com** with instructions on how to reset your password.
- Follow the link in the email to get to the recover password page.

Example email:



- Create your new password.
- It is recommended to use a unique password.





PowerSchool SIS

Recover Password

Once your password has been updated you will be signed in. Please remember your new password.

New password must:

- Be at least 14 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character
- Not be a well known password

Username:

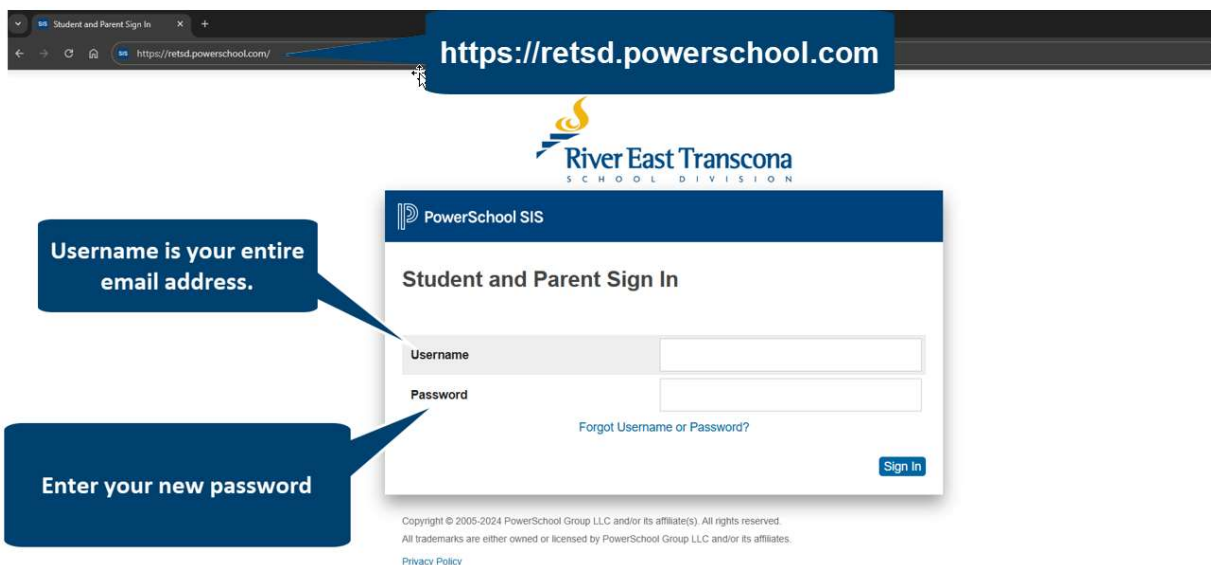
New Password:

Confirm New Password:

Enter

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- Return to <https://retsd.powerschool.com> to login!



<https://retsd.powerschool.com>



PowerSchool SIS

Student and Parent Sign In

Username:

Password:

[Forgot Username or Password?](#)

Sign In

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C. Overview of the Parent Portal

- The Parent Portal is a communications tool designed to enhance and increase caregiver involvement.
- Here is a brief overview:

A	• Navigate between students attached to the account • If you are missing a student in your Parent Portal, contact the school office to have them added to your account
B	• View current and future schedules
C	• View credit summary • Available only for Senior Years students
D	• View attendance history
E	• View student services documents
F	• View report cards
G	• Course registration • Available only for Senior Years students during the course registration window. Dates specific to the school.
H	• View your account preferences (Change password function is located here)
I	• Electronic Forms collection. • Feature in development

River East Transcona
SCHOOL DIVISION

A

Navigation

- Home Page
- Schedule Information **B**
- Grad & Credit Summary **C**
- Attendance History **D**
- Student Services **E**
- Email Notification
- Document Library **F**
- School Bulletin
- Class Registration **G**
- School Information
- Account Preferences **H**
- Lunch Menu
- Forms **I**

Welcome to the River East Transcona School Division Parent Portal

Stay Connected and Informed!

The RETSD Parent Portal is a communications tool designed to enhance and increase caregiver involvement in their children's education.

With a single login, caregivers have secure access to information for each of their children attending any RETSD school.

- School Bulletin
- Schedule Information
- Attendance Information
- High School Graduation Progress
- High School Credit Summary

D. Updating a Parent Portal Email or Password

Updating an email address

- Your email address should be identical to your Parent Portal login username.
- If your **email address has changed**, contact the school office to have your contact details updated.

Updating a Parent Portal Password

- If a contact has **forgotten their password**, they must change it on their own.
- For security reasons, RETSD will not create passwords for users.
- A contact can change their Parent Portal account password by:
 - **Visiting:** <https://retsd.powerschool.com>
 - Select **Forgot Username or Password** to set a new password.
 - The username is your **entire** email address. This includes the portion before and after the @ symbol.
 - See **part B – My first login** in this guide for detailed instructions for Password Reset.

The image shows a sequence of steps for password reset. It starts with the URL <https://retsd.powerschool.com> and the River East Transcona School Division logo. The 'Student and Parent Sign In' page has fields for Username and Password, with a 'Forgot Username or Password?' link highlighted. A callout points to this link with the text 'Link to reset a password'. The next screen, 'Change Your Password', displays a message: 'Your password has been reset by the administrator. Create a new password.' It lists requirements for the new password: at least 14 characters, one uppercase and one lowercase letter, one number, one special character, and not a well-known password. Below these are input fields for 'Current password', 'New password', and 'Re-enter new password', followed by an 'Enter' button. Copyright information for 2005-2024 PowerSchool Group LLC is at the bottom.

<https://retsd.powerschool.com>

River East Transcona
SCHOOL DIVISION

PowerSchool SIS

Student and Parent Sign In

Username

Password

Forgot Username or Password?

Link to reset a password

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PowerSchool SIS

Change Your Password

⚠ Your password has been reset by the administrator. Create a new password.

📋 New password must:

- Be at least 14 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character
- Not be a well known password

Current password

New password

Re-enter new password

Enter

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Note: The standard RETSD password complexity rules apply