



RETSD PowerSchool Guide Parent Portal

For Guardians

September 2025



[Student Information](#)



RETSD Administration Office

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



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A. Account Creation and Access to Parent Portal

1) 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.

2) 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.

3) Accessing the Parent Portal

The screenshot shows a web browser window with the address bar displaying <https://retsd.powerschool.com/>. The page features the River East Transcona School Division logo at the top. Below the logo is the PowerSchool SIS header. The main heading is "Student and Parent Sign In". There are two input fields: "Username" and "Password". A callout bubble points to the Username field with the text "Username is your entire email address." Another callout bubble points to the Password field with the text "Password was created by the user during first login. See part B of guide". Below the input fields is a link that says "Forgot Username or Password?". A "Sign In" button is located at the bottom right of the sign-in area. At the very bottom of the page, there is small copyright text: "Copyright © 2005-2024 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates. Privacy Policy".

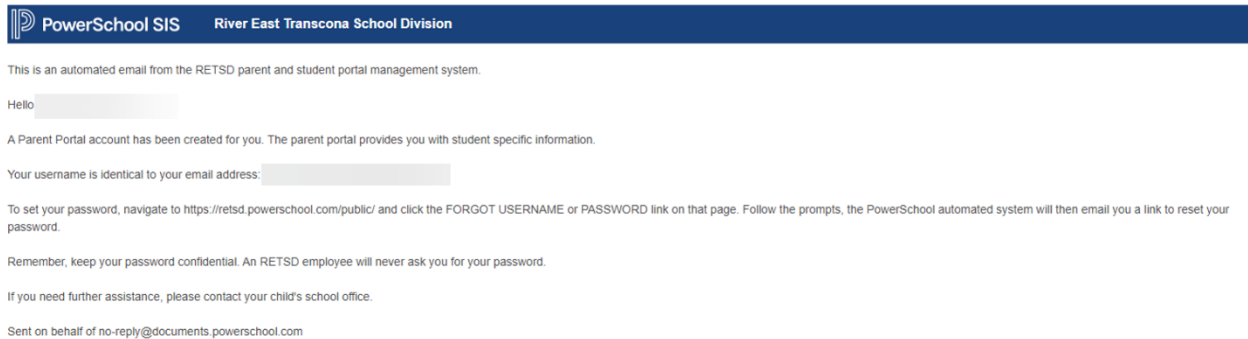
B. My First Login

- 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

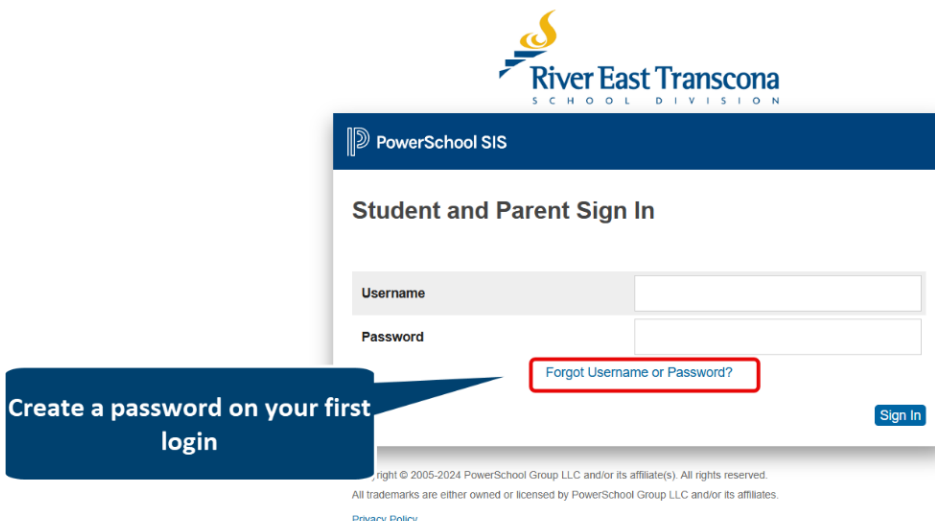
Initial account creation example email:



- 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.

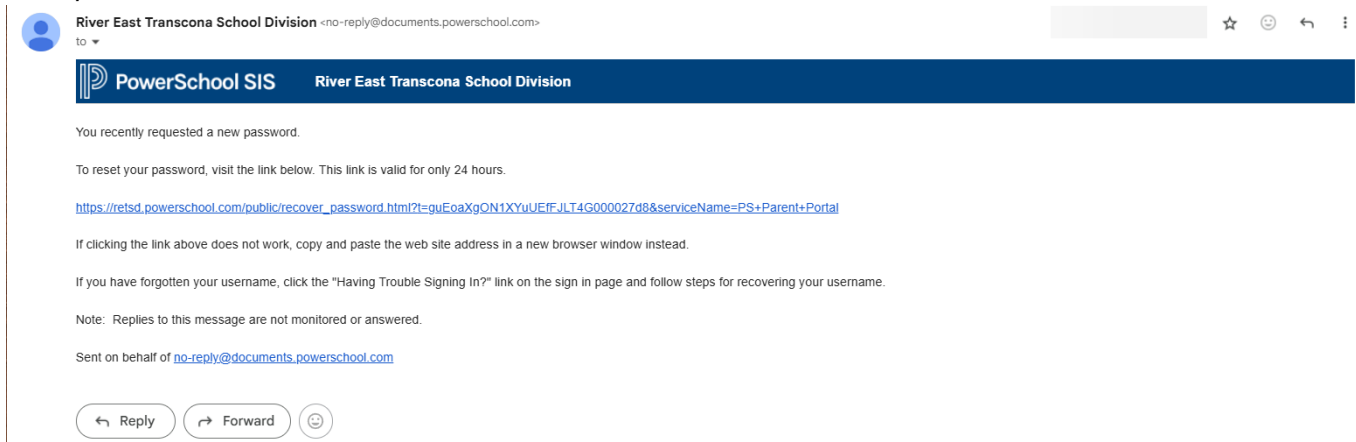
Remember, your email and username are identical

Click "Enter" to receive a password reset link in your email

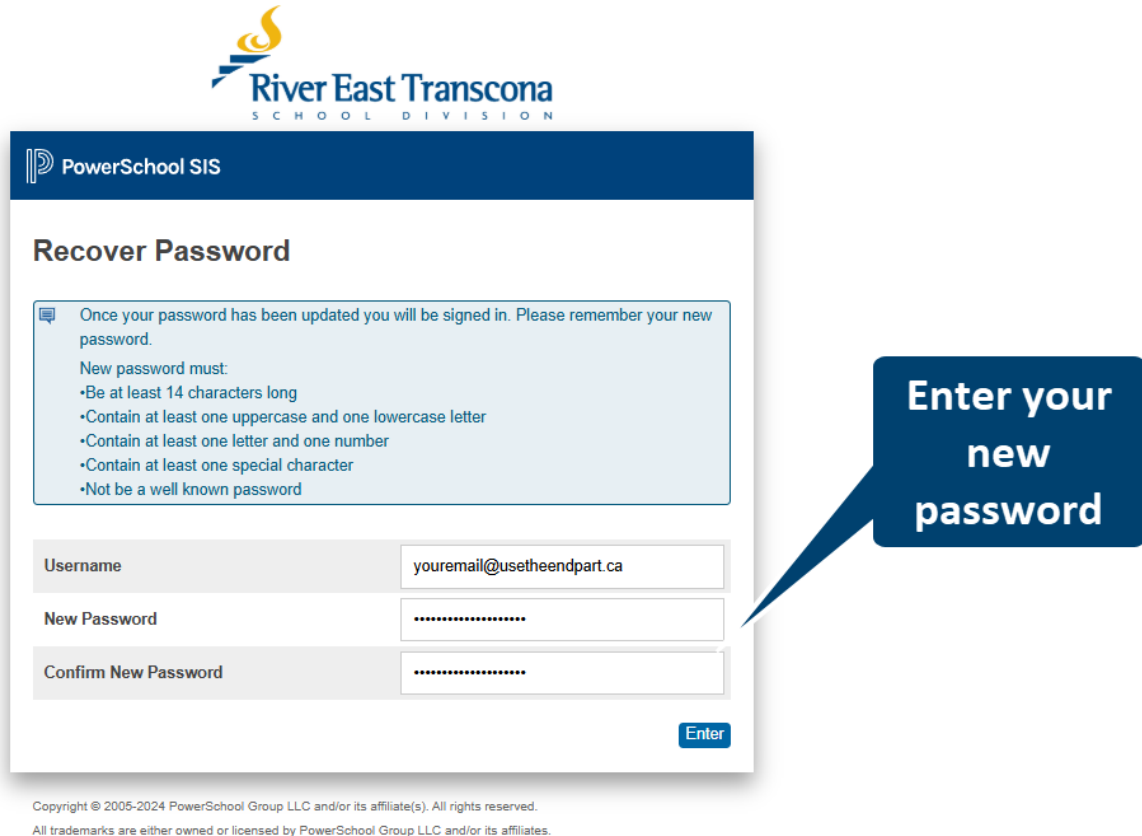
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- In a few minutes, an email will arrive from **no-reply@documents.powerschool.com** with instructions on how to reset your password.
- Follow the link in the email to get to the recover password page.

Example email:



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



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: youremail@usethendpart.ca

New Password:

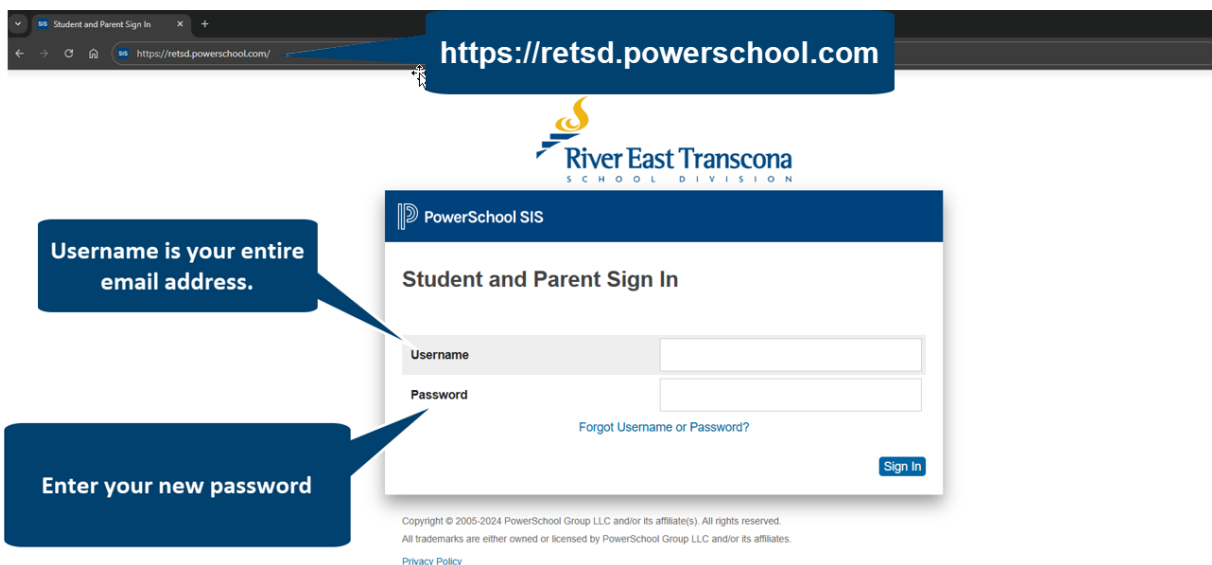
Confirm New Password:

Enter

Enter your new password

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



<https://retsd.powerschool.com>

Student and Parent Sign In

Username

Password

Forgot Username or Password?

Sign In

Username is your entire email address.

Enter your new password

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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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • View current and future schedules
C	<ul style="list-style-type: none"> • View credit summary • Available only for Senior Years students
D	<ul style="list-style-type: none"> • View attendance history
E	<ul style="list-style-type: none"> • View student services documents
F	<ul style="list-style-type: none"> • View report cards
G	<ul style="list-style-type: none"> • Course registration • Available only for Senior Years students during the course registration window. Dates specific to the school.
H	<ul style="list-style-type: none"> • View your account preferences (Change password function is located here)
I	<ul style="list-style-type: none"> • Ecollect Forms. • *NEW* for September 2025

River East Transcona
SCHOOL DIVISION

A Navigation

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

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

1) 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.

2) 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 screenshot illustrates the password reset process on the Parent Portal. It starts with the login page at <https://retsd.powerschool.com>, which features the River East Transcona School Division logo and the PowerSchool SIS header. The 'Student and Parent Sign In' section includes fields for Username and Password, and a red-bordered link for 'Forgot Username or Password?'. A blue callout box points to this link with the text 'Link to reset a password'. Below the login fields, there is a small copyright notice for 2024 PowerSchool Group LLC and a link to the Privacy Policy.

The second part of the screenshot shows the 'Change Your Password' page. It features a yellow warning banner stating 'Your password has been reset by the administrator. Create a new password.' Below this, a blue box lists the requirements for a new password: it must be at least 14 characters long, contain at least one uppercase and one lowercase letter, at least one letter and one number, at least one special character, and not be a well-known password. The page includes input fields for 'Current password', 'New password', and 'Re-enter new password', followed by an 'Enter' button. At the bottom, there is another copyright notice for 2005-2024 PowerSchool Group LLC and a link to the Privacy Policy.

Note: The standard RETSD password complexity rules apply

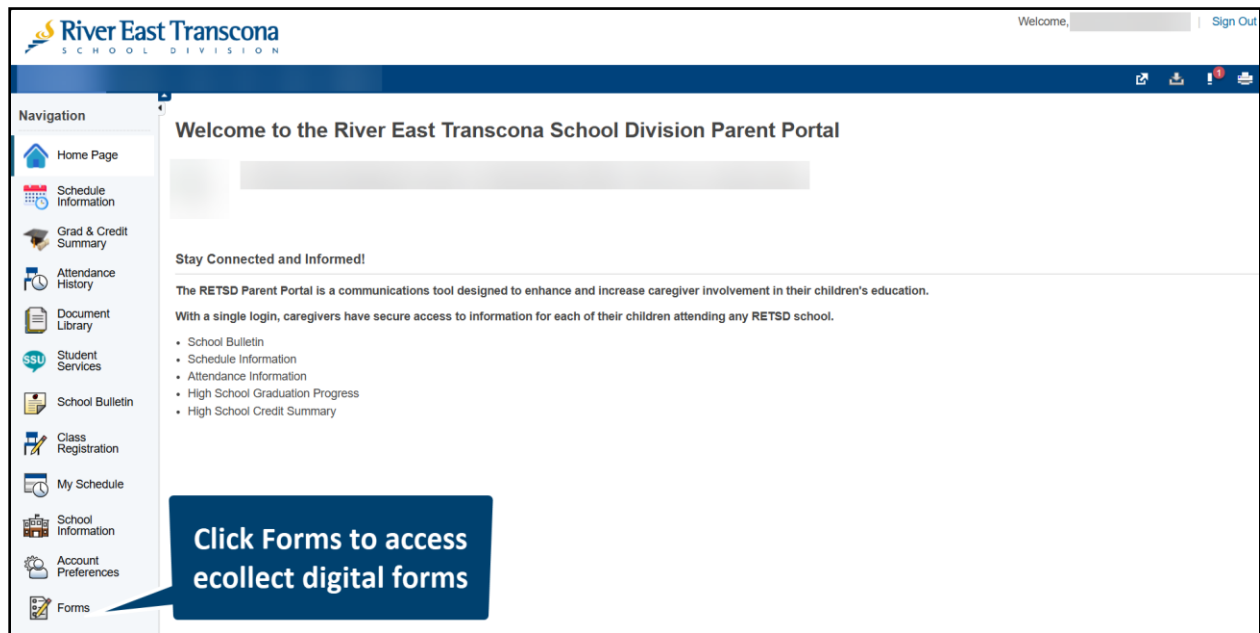


E. Ecollect Digital Forms

- Beginning September 2025, RETSD will be using the **ecollect forms** feature of the parent portal.
- The forms feature will allow guardians to fill out forms digitally.

1) Accessing forms

- 1 Logging in to the **RETSD Parent Portal** will bring you to the portal welcome page.
- 2 From the welcome page, click the **Forms** icon at the bottom of the navigation pane.



- 3 The page will display a list of forms the school has made available for a particular student.

The screenshot shows the 'School Form Listing' page for a student. The page is divided into a left navigation menu and a main content area. The main content area has tabs for 'General Forms' and 'Permission Forms'. Under 'Permission Forms', there are two forms listed: '[RETSD] - HEARING SCREENING' and '[RETSD] - VISION SCREENING'. Each form has a 'Last Entry' date and time. To the right of each form, there is a status indicator: 1 (Not Started), 2 (Approved), 3 (Rejected), and 4 (Pending Review). Callouts point to the 'List of available forms' and 'Current Status' sections.

- 4 Users will see the status of each form on the right side of the screen.

	Indicator	Explanation
1	Not Started	User has not started this form
2	Approved (green)	School admin has approved the submission.
3	Rejected (red)	Administration has reviewed the form and changes are requested. Please review and resubmit the form
4	Pending Review (yellow)	Waiting for school administration to review. Changes can be made, and the form resubmitted before review if needed.

2) Filling out a form:

Navigate between forms using the tabs

Questions with a red star are required

VISION SCREENING PROGRAM CONSENT FORM

Student Name: _____ Grade Level: 12

My child wears contact lenses and/or glasses. *

Please note: students wearing prescription contact lenses and/or glasses will not be screened.

Do you give permission for _____ to be screened? *

Parent's Signature (typed) *: Brad Bamforth Date *: 09/02/2025

Save for Later Submit

Legend: Icons Date Entry

3) Submission

There are three different submission options:

A)	Save for Later	Data will not be sent but will be available next time the form is opened.
B)	Submit for family	If the form allows for this type of submission, it will be submitted for all students of that contact.
C)	Submit	Form completed and data will be sent to the school.

A Save for Later

B Submit for Family

C Submit