



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



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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

Username is your entire email address.

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

https://retsd.powerschool.com

River East Transcona
SCHOOL DIVISION

PowerSchool SIS

Student and Parent Sign In

Username

Password

Forgot Username or Password?

Sign In

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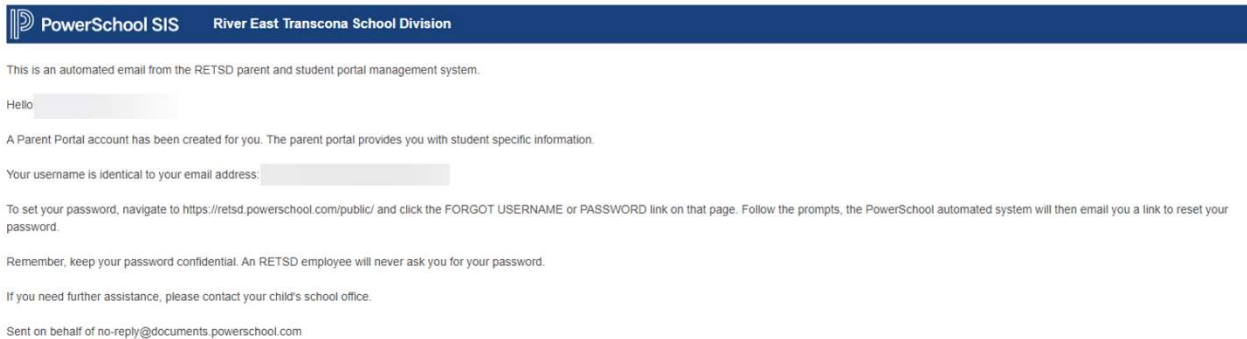
B. My First Login

- 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

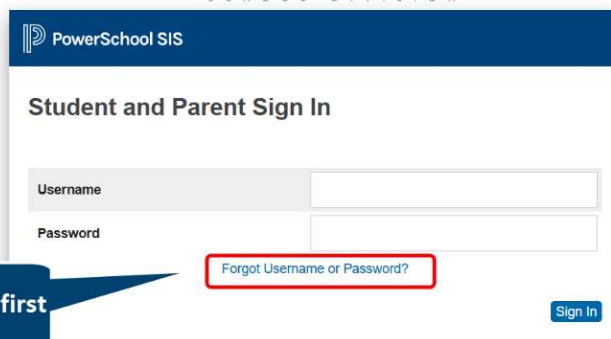
Initial account creation example email:



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

2) Password

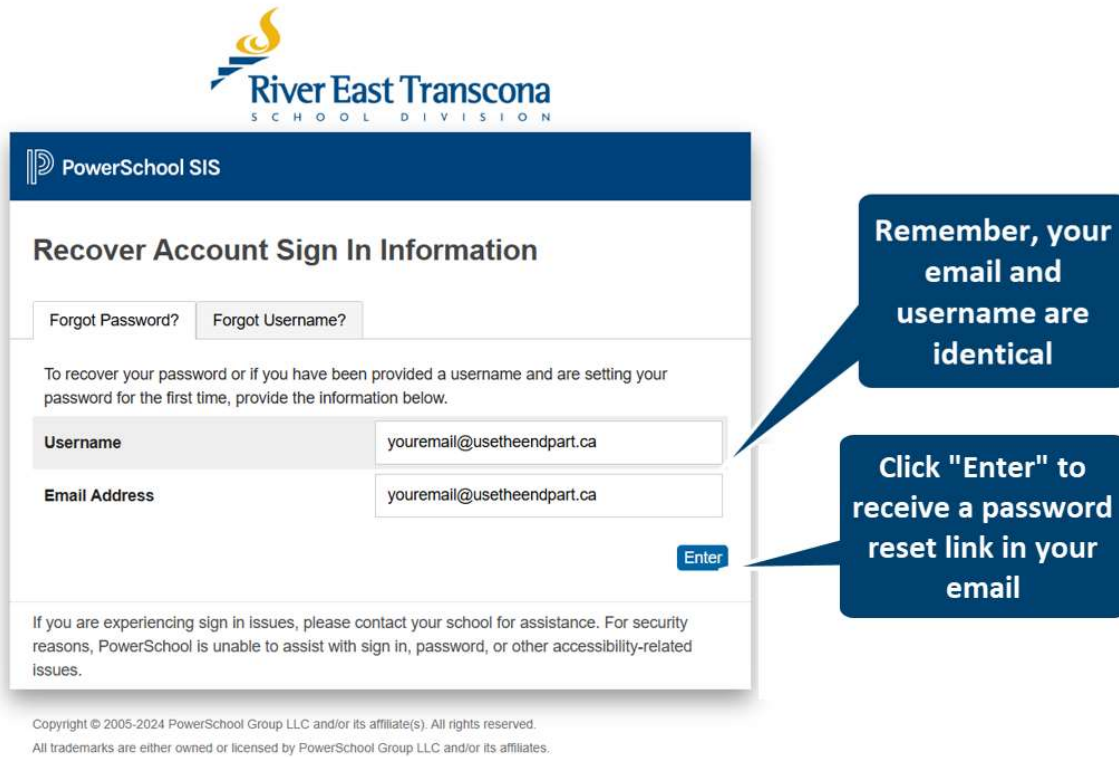
- For security reasons, RETSD will not create passwords for users.
- Users must create their own password on the first login using **The Forgot Username or Password** link on the login page. Please create a unique password.



Create a password on your first login

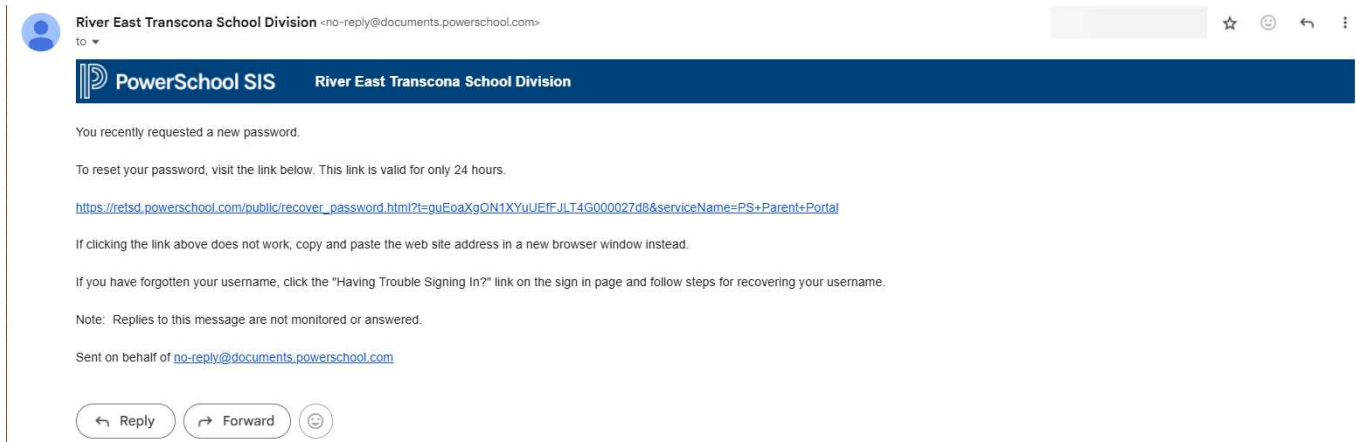
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- After clicking forgot username or password, enter your Username and Email Address.



- 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.

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

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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"> • Electronic Forms collection. • Feature in development

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 screenshot displays the PowerSchool SIS website interface. At the top, the URL <https://retsd.powerschool.com> is shown. The page title is "Student and Parent Sign In". Below the title are fields for "Username" and "Password". A red box highlights the "Forgot Username or Password?" link. A blue callout box points to this link with the text "Link to reset a password". Below the sign-in form, there is a "Change Your Password" section. It features a warning message: "Your password has been reset by the administrator. Create a new password." Below this, a list of requirements for the new password is provided: "New password must:" followed by four bullet points: "Be at least 14 characters long", "Contain at least one uppercase and one lowercase letter", "Contain at least one letter and one number", and "Contain at least one special character". Below the requirements are three input fields: "Current password", "New password", and "Re-enter new password". An "Enter" button is located at the bottom right of the form. At the bottom of the page, there is a copyright notice: "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".

Note: The standard RETSD password complexity rules apply