



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 September 2025, student accounts are active.

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 a blue header for "PowerSchool SIS" and a white box titled "Student and Parent Sign In". Inside this box are two input fields: "Username" and "Password". A blue "Sign In" button is located at the bottom right of the sign-in box. A link for "Forgot Username or Password?" is positioned below the password field. Three blue callout boxes provide additional information: one pointing to the "Username" field stating "Username is your entire email address.", another pointing to the "Password" field stating "Password was created by the user during first login.", and a third at the bottom left stating "See part B of guide". 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." and a link to the "Privacy Policy".

<https://retsd.powerschool.com/>

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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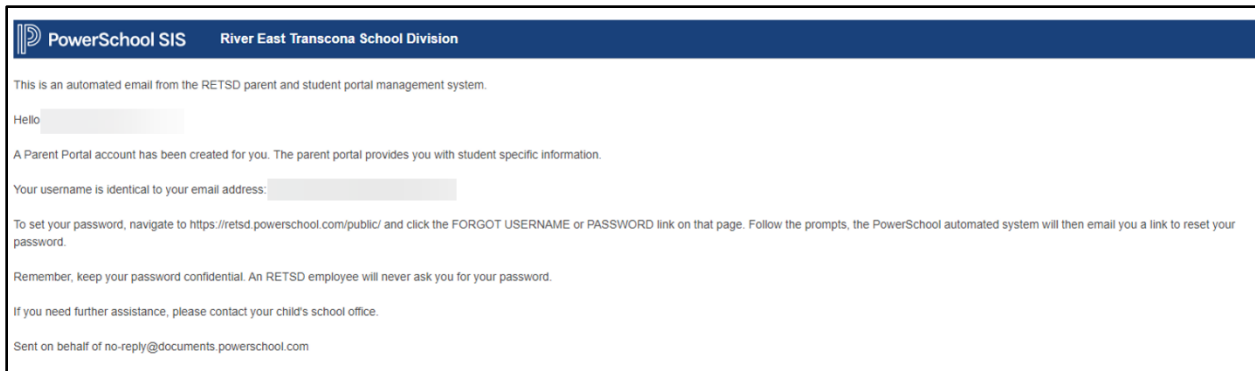
B. Login and Password Reset

- 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 (Accounts created after March 2025).
 - Initial account creation (February 2025). Initial account creation emails were sent from no-reply@documents.powerschool.com

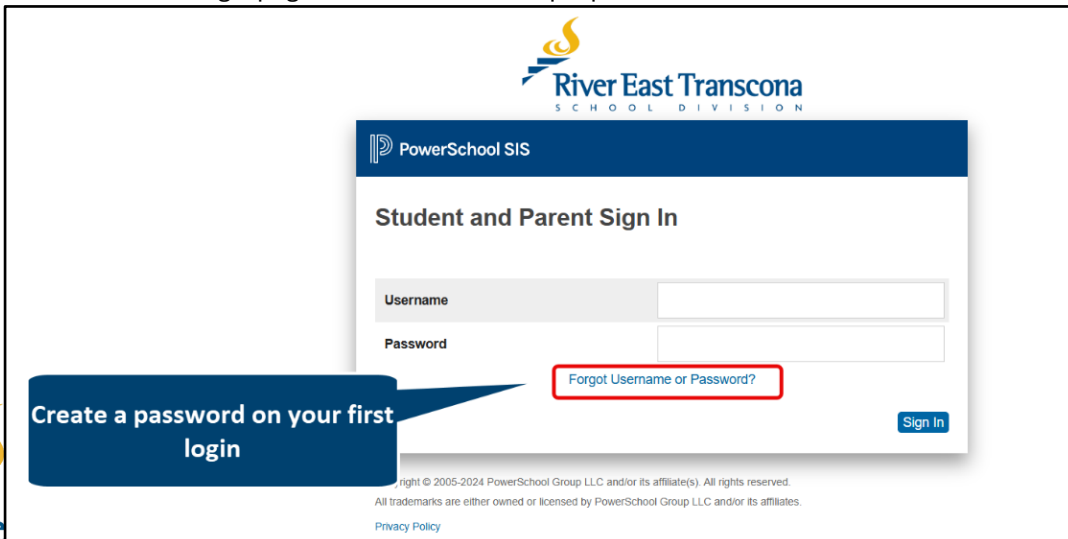
Initial account creation example email:



- You can always **recover your username and password** by using the Forgot Username or Password link on the login page.
- If the reset password email fails to arrive after 15 minutes, try again. If the two emails fail to arrive after one day, contact the school for a manual password reset.

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.

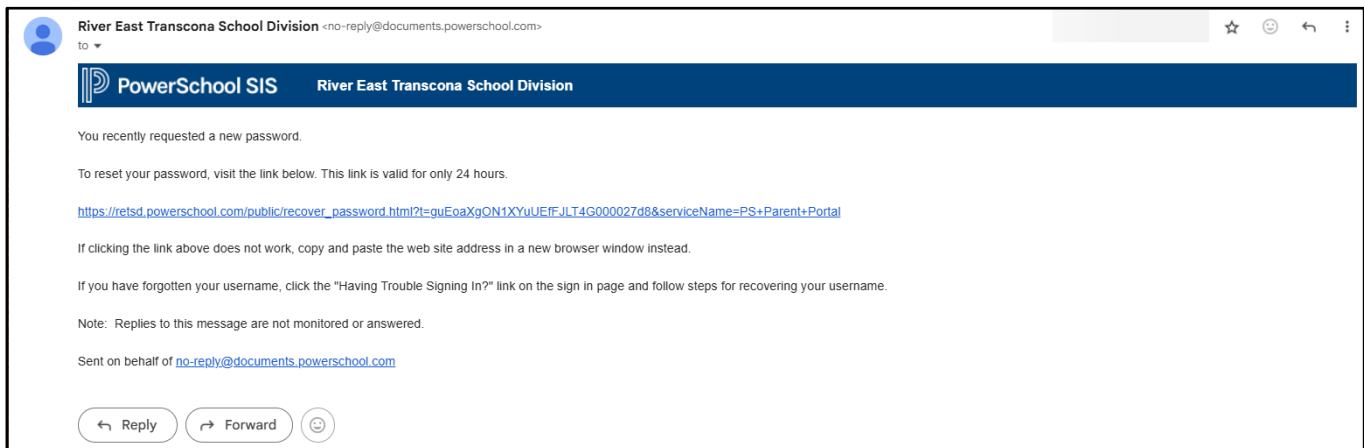
Remember, your email and username are identical

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

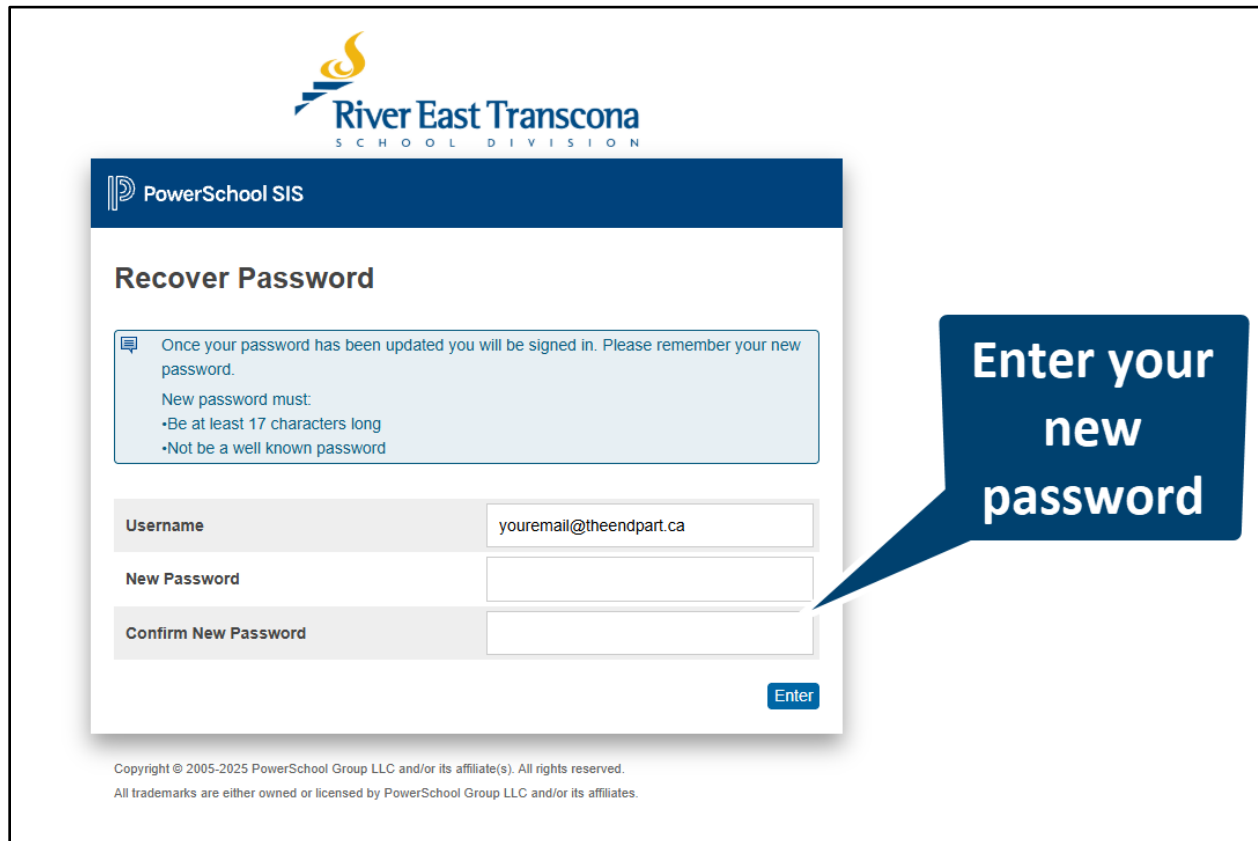
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- In a few minutes, an email will arrive from **no-reply@documents.powerschool.com** with instructions on how to reset your password.
- Follow the link in the email to get to the recover password page.

Example email:



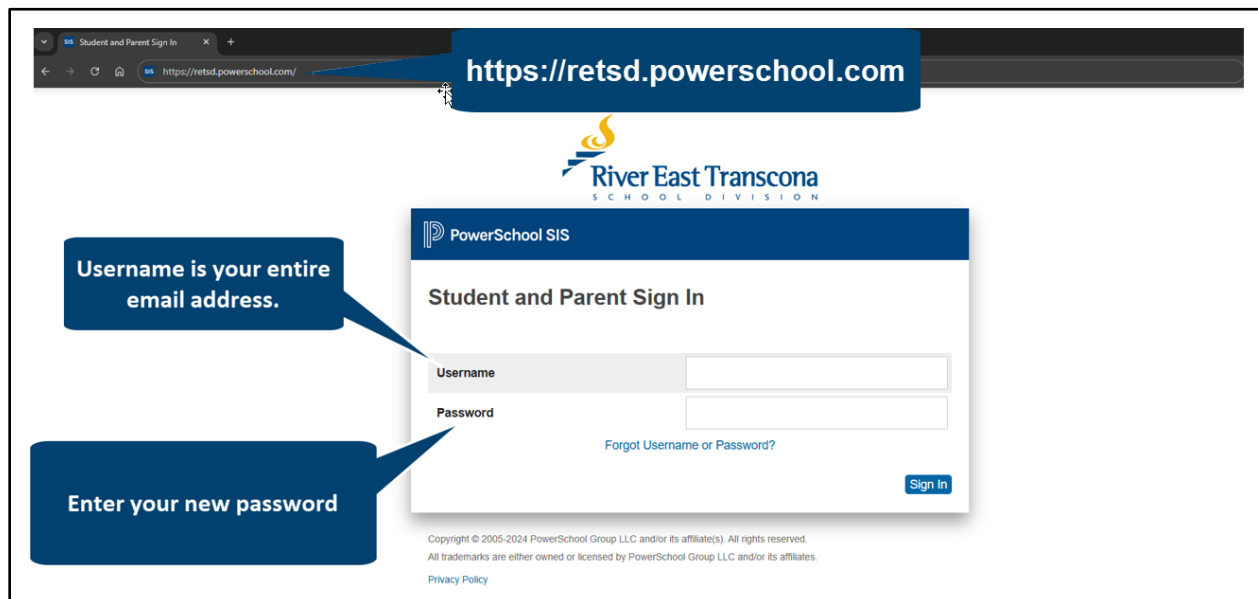
- Create your new password.
- It is recommended to use a unique password.



Enter your new password

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



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.
- The list is not meant to be exhaustive. Here is a brief overview:

A	• Navigate between students attached to the account.
B	• View the Week Schedule and Course Enrollments list.
C	• View credit summary. • Available only for Senior Years students.
D	• View attendance history.
E	• View report cards.
F	• View student services documents.
G	• Course registration. • Available only for Senior Years students during the registration window. Dates specific to the school.
H	• View week and matrix schedule view.
I	• View your account preferences.
J	• Electronic Forms collection.

The screenshot shows the River East Transcona School Division Parent Portal. At the top, there is a header with the school division logo and name, a welcome message, and a sign out link. Below the header is a navigation sidebar with icons and labels for various features: Home Page, Schedule Information, Grad & Credit Summary, Attendance History, Document Library, Student Services, School Bulletin, Class Registration, My Schedule, School Information, Account Preferences, and Forms. The main content area displays a welcome message, a user profile section with a cat icon, and a list of available resources under the heading 'Stay Connected and Informed!'. The resources include School Bulletin, Schedule Information, Attendance Information, High School Graduation Progress, and 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.

<https://retsd.powerschool.com>

PowerSchool SIS

Student and Parent Sign In

Username

Password

[Forgot Username or Password?](#)

Link to reset a password

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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 17 characters long
- Not be a well known password

Username

New Password

Confirm New Password

Enter

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Note: The new password can contain spaces.

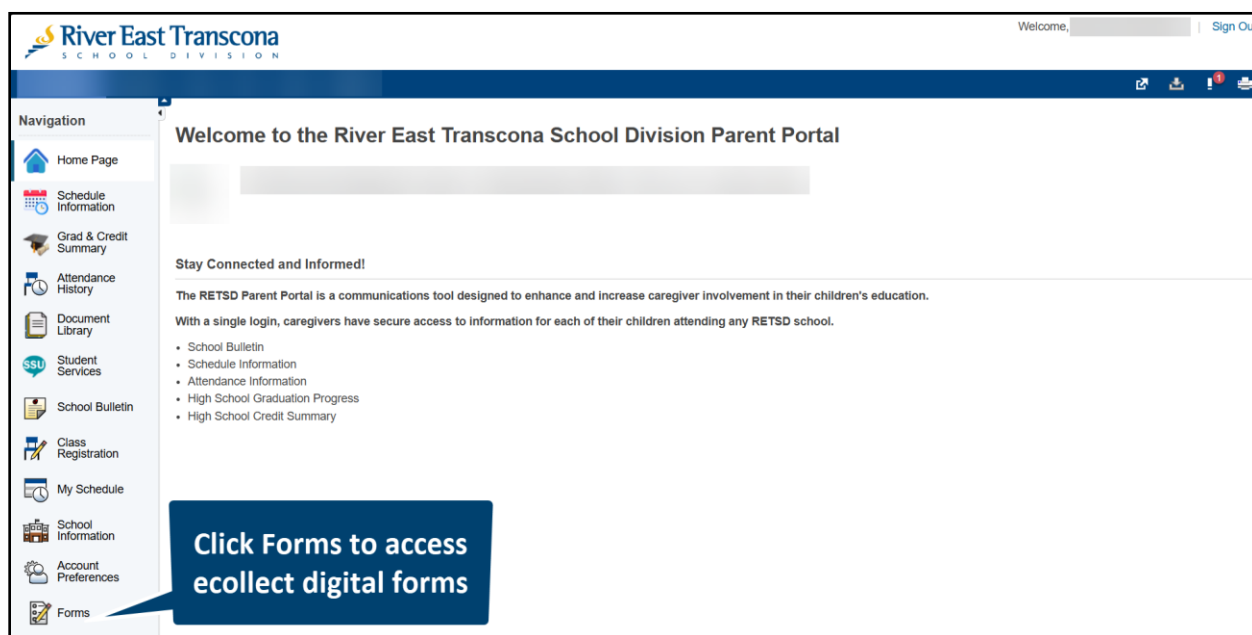


E. Ecollect Digital Forms

- 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 sections: 'General Forms', 'Permission Forms', and 'Personal Information'. Under 'Permission Forms', there are two forms listed: '[RETSO] - HEARING SCREENING' and '[RETSO] - VISION SCREENING'. The status of each form is indicated by a colored circle and a label: 1 (Not Started), 2 (Approved), 3 (Rejected), and 4 (Pending Review). Callouts highlight 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

Save for Later

Legend
Icons: [Icon] 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.

Do you give permission for [Name] to be screened?
☒ Yes
☐ No

Parent's Signature (typed) *
 Brad Bamforth

Date *
 09/02/2025

Save for Later (A)

Submit for Family (B)

Submit & Jump to...
 Form Listing

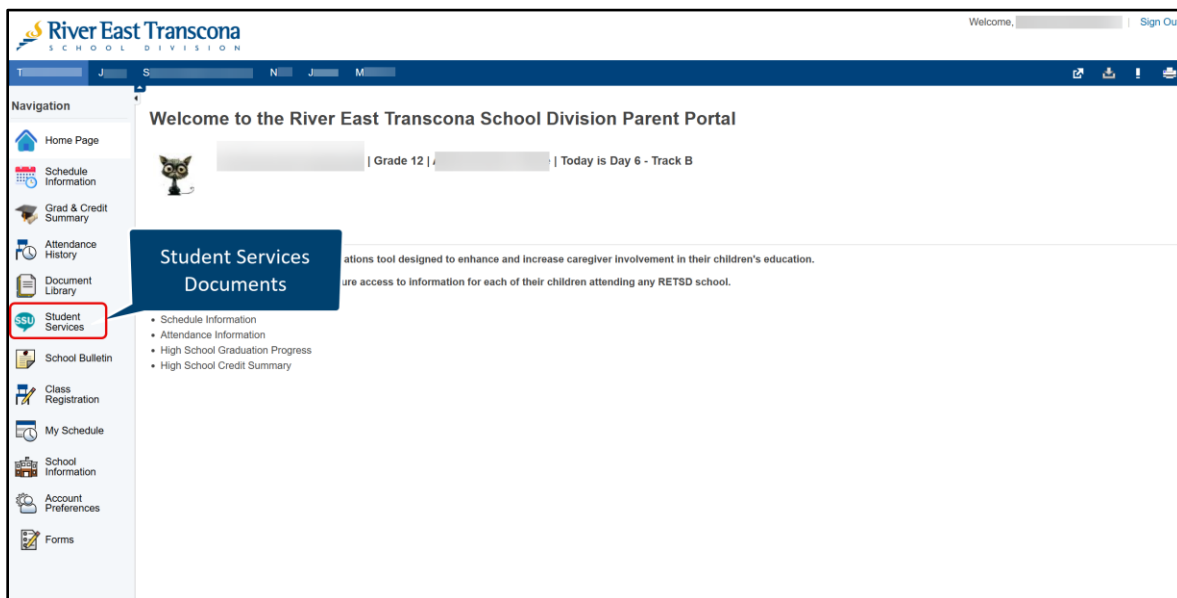
Submit (C)

F. Student Services - Clinical Documents

- Users may want to access clinical documents that have been uploaded to a student account.
- The documents can be viewed or printed.
- Historical documents are currently not available. *(Coming in future updates)*

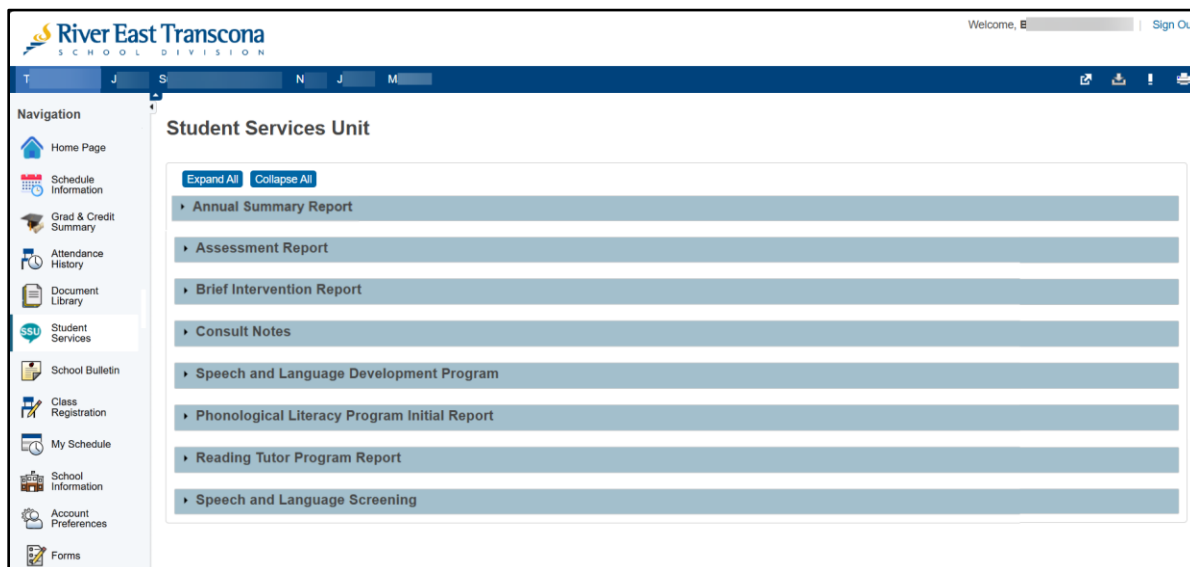
1) Accessing documents

- From the Portal landing page, click the **Student Services** icon in the navigation menu



2) Listed Documents

- Documents are grouped into sub-categories



3) Viewing and printing documents

- Expand the individual sections to view and print documents.

The screenshot displays the River East Transcona School Division Parent Portal. The top navigation bar includes the school division logo, a user welcome message, and a 'Sign Out' link. A secondary navigation bar shows the current date and time. On the left, a 'Navigation' sidebar lists various portal features. The main content area is titled 'Student Services Unit' and contains a table of reports. Two callout boxes provide instructions: one points to the 'Assessment Report' section header, stating 'Clicking the blue title bar will expand a section and reveal documents'; the other points to the 'View / Print' icons in the table, stating 'Click the paper icon to view' and 'Click the printer icon to print'.

Navigation

- Home Page
- Schedule Information
- Grad & Credit Summary
- Attendance History
- Document Library
- Student Services
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences
- Forms

Student Services Unit

Expand All Collapse All

Assessment Report

ALL 24-25

School Year	View / Print	Report Date	Discipline
24-25	 	12/12/2024	Attendance Officer

Brief Intervention Report

Consult Notes

Speech and Language

Phonological Literacy Program Individual Report

Reading Tutor Program Report

Speech and Language Screening

Clicking the blue title bar will expand a section and reveal documents

Click the paper icon to view

Click the printer icon to print