



RETSD PowerSchool Guide

# Parent Portal Access

For Guardians

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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

The screenshot shows a web browser window with the URL <https://retsd.powerschool.com>. The page title is "Student and Parent Sign In". The page content includes the River East Transcona School Division logo, the PowerSchool SIS logo, and a sign-in form with fields for "Username" and "Password". A "Sign In" button is located at the bottom right of the form. Below the form is a link for "Forgot Username or Password?".

**Username is your entire email address.**

**Password was created by the user during first login.**

**See part B of guide**

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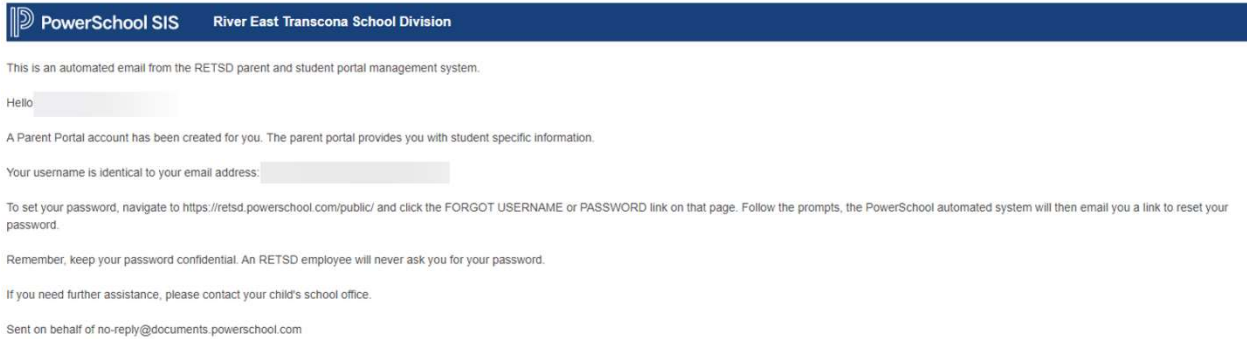
## B. My First Login

- 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](mailto: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.

**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:*

River East Transcona School Division <no-reply@documents.powerschool.com>  
to

**PowerSchool SIS** River East Transcona School Division

You recently requested a new password.

To reset your password, visit the link below. This link is valid for only 24 hours.

[https://reisd.powerschool.com/public/recover\\_password.html?e=guEoaXgON1XYuJERIFJLT4G000027d8&serviceName=PS+Parent+Portal](https://reisd.powerschool.com/public/recover_password.html?e=guEoaXgON1XYuJERIFJLT4G000027d8&serviceName=PS+Parent+Portal)

If clicking the link above does not work, copy and paste the web site address in a new browser window instead.

If you have forgotten your username, click the "Having Trouble Signing In?" link on the sign in page and follow steps for recovering your username.

Note: Replies to this message are not monitored or answered.

Sent on behalf of [no-reply@documents.powerschool.com](mailto:no-reply@documents.powerschool.com)

Reply Forward

- 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:

<b>A</b>	<ul style="list-style-type: none"> <li>• Navigate between students attached to the account</li> <li>• If you are missing a student in your Parent Portal, contact the school office to have them added to your account</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>• View current and future schedules</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• View credit summary</li> <li>• Available only for Senior Years students</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• View attendance history</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>• View student services documents</li> </ul>
<b>F</b>	<ul style="list-style-type: none"> <li>• View report cards</li> </ul>
<b>G</b>	<ul style="list-style-type: none"> <li>• Course registration</li> <li>• Available only for Senior Years students during the course registration window. Dates specific to the school.</li> </ul>
<b>H</b>	<ul style="list-style-type: none"> <li>• View your account preferences (Change password function is located here)</li> </ul>
<b>I</b>	<ul style="list-style-type: none"> <li>• Electronic Forms collection.</li> <li>• <b>Feature in development</b></li> </ul>

## 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 Parent Portal interface. At the top, the URL <https://retsd.powerschool.com> is shown. Below the URL is the River East Transcona School Division logo. The main content area is titled 'Student and Parent Sign In' and contains 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. This section includes a warning message: 'Your password has been reset by the administrator. Create a new password.' Below this, a list of password requirements is provided: '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'. There are three input fields for 'Current password', 'New password', and 'Re-enter new password', followed by an 'Enter' button. 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