



RETSD PowerSchool Guide

Parent Portal Access

For Guardians

February 2025



Phone 204-667-7130 Extension 2269



bbamforth@retsd.mb.ca



[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 interface. The main heading is "Student and Parent Sign In". There are two input fields: "Username" and "Password". A "Sign In" button is located at the bottom right of the form. A link for "Forgot Username or Password?" is positioned below the password field. 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

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



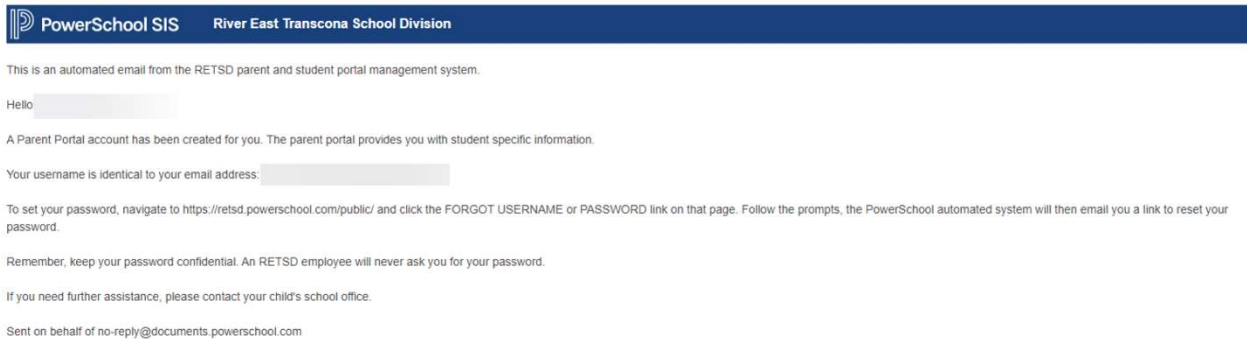
B. My First Login

- 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.

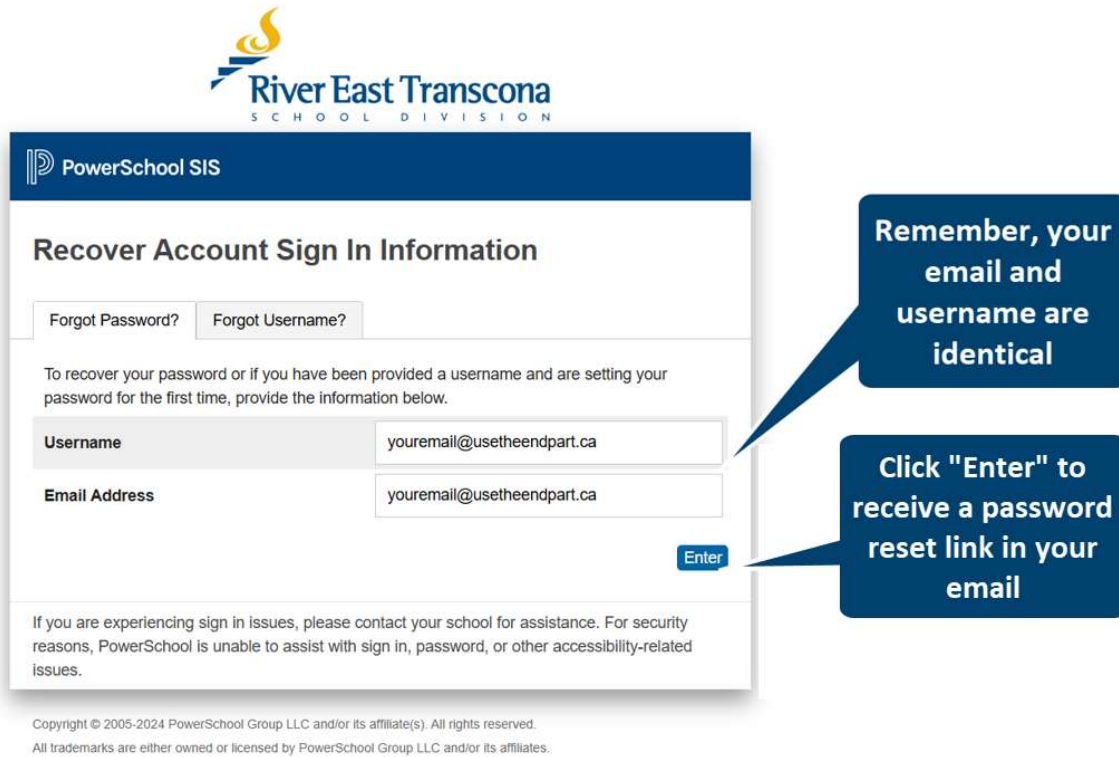


Create a password on your first login

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](#)

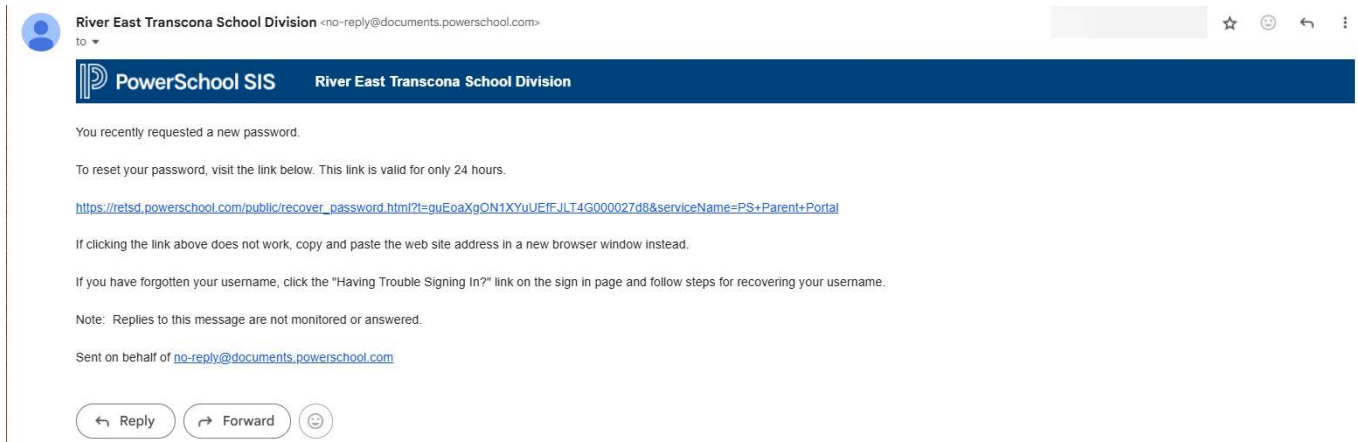


- After clicking forgot username or password, enter your Username and Email Address.

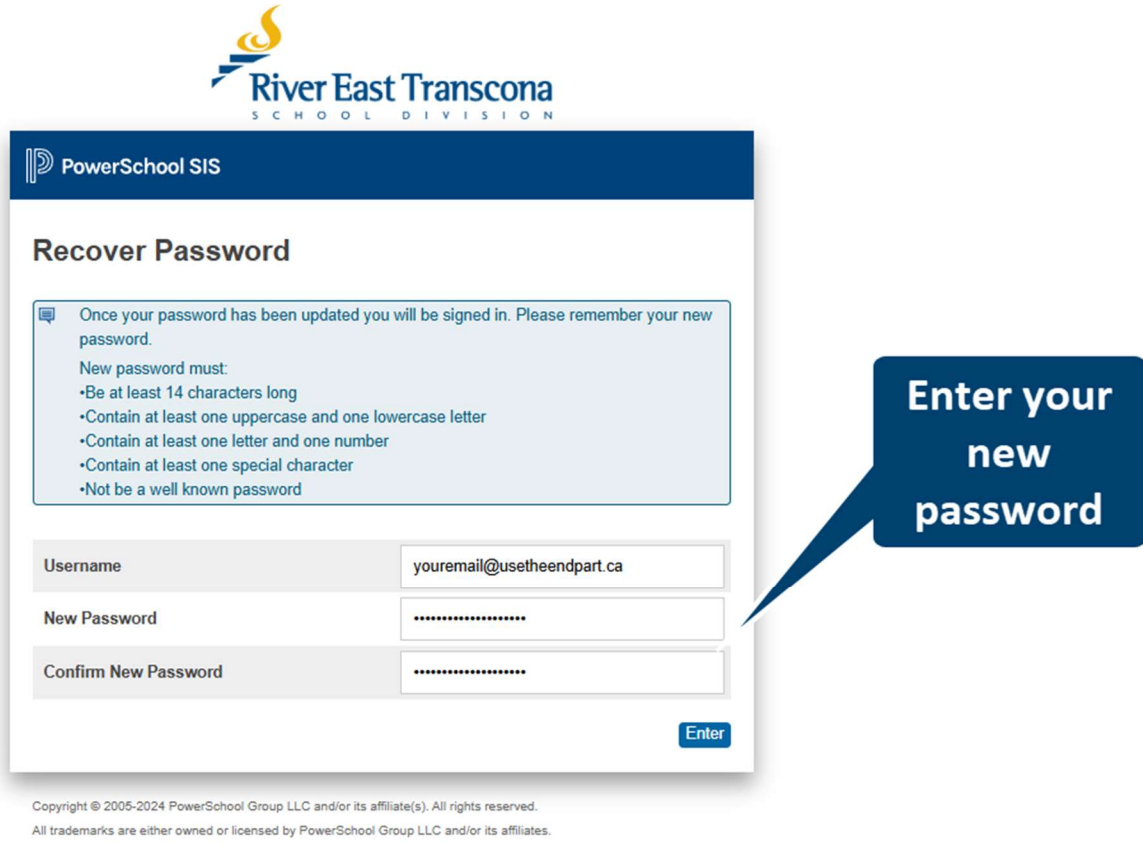


- In a few minutes, an email will arrive from **no-reply@documents.powerschool.com** with instructions on how to reset your password.
- Follow the link in the email to get to the recover password page.

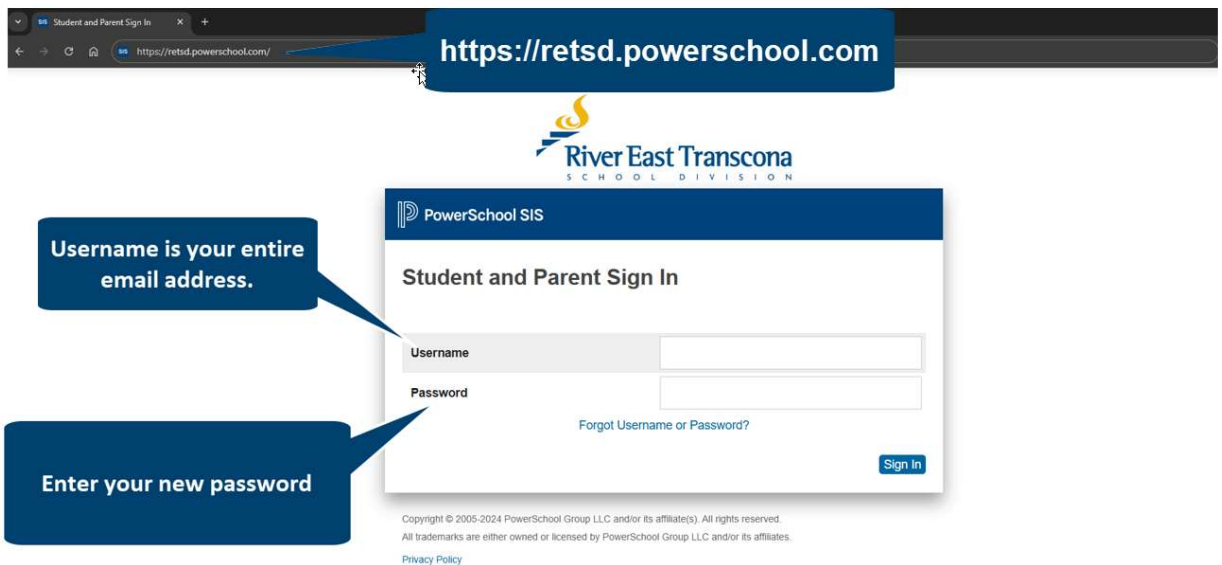
Example email:



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



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





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.

<https://retsd.powerschool.com>

PowerSchool SIS

Student and Parent Sign In

Username

Password

Forgot Username or Password?

Link to reset a password

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

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