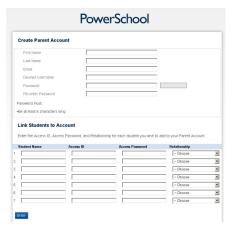**STMC Parent-Student Web Portal User Guide**

We have made a major update to our PowerSchool Parent-Student Web Portal that provides a number of important enhancements. While student log-ins will continue to function as in the past, parent log-ins will now require the creation of a new, single account that will provide you with access to information concerning ALL of your children attending STMC.

To create this new account, navigate your web browser (FireFox or Internet Explorer) to http://ps.stmc.bc.ca . When the page illustrated to the right loads, click on the "**Create Account**" button

This will open the "**Create Account**" window:

Provide the new account information requested in the space provided. Then use the **Parent/Guardian** Access info for each of your children to complete the "**Link Students to Account**" section. Click "**Enter**" when complete.
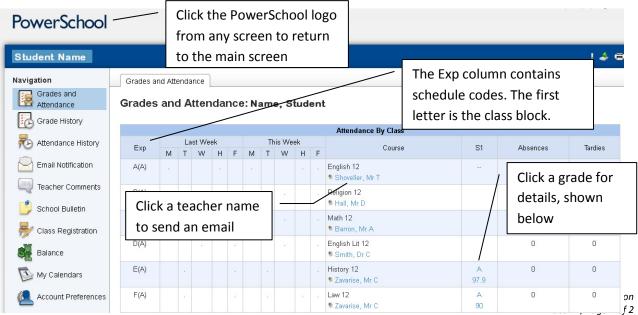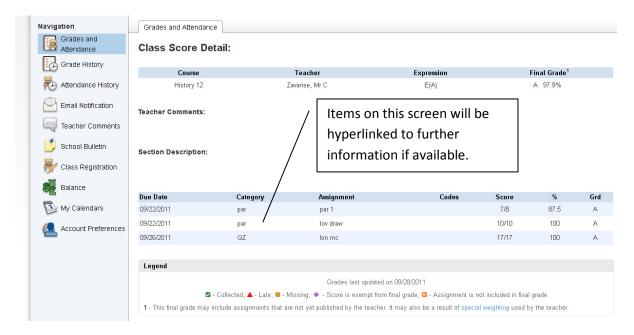
If all information entered validates successfully in the system, you will return to the parent sign-in screen. If you receive an error message, check all information and try again.

- If you are still receiving an error message, try to register using a different email address. In some cases, using an email address already entered in PowerSchool has caused an error to be generated.

You can now log-in to your family account using the username and password supplied. This brings you to the main screen:

Click the PowerSchool logo from any screen to return to the main screen

The Exp column contains schedule codes. The first letter is the class block.

Click a grade for details, shown below

Click a teacher name to send an email

The grade detail screen, shown in part below, provides information on assignments and tests that are part of a final grade. Some information on this screen may appear as a blue underlined hyperlink. Click on these hyperlinks for further grade and assignment information. Future assignments may also appear, so check the due date (left column) if there is no mark for a test or assignment.

If you are experiencing difficulty in accessing or using the STMC Parent Portal, please contact the school directly by phone or email:

Mr. K. Olson, Head of Computing and IT

ken.olson@stmc.bc.ca

604 521 1801 ext 117