



## For Current Families of GPPSD Uploading Documents After Submission of Registration Form

Login to the PowerSchool Parent Portal, this will take you to the link to School Engage. The link to the PowerSchool Parent Portal can be found on the GPPSD Website [www.gppsd.ab.ca](http://www.gppsd.ab.ca) the picture looks like this



Documents you will need to upload for student registration

Required Documentation:

- a copy of the student's birth certificate or other documentation related to citizenship/residency
- Proof of address (Utility or cell phone bill, Rental agreement, real-estate sales agreement)
- Custody/Guardianship documents if applicable

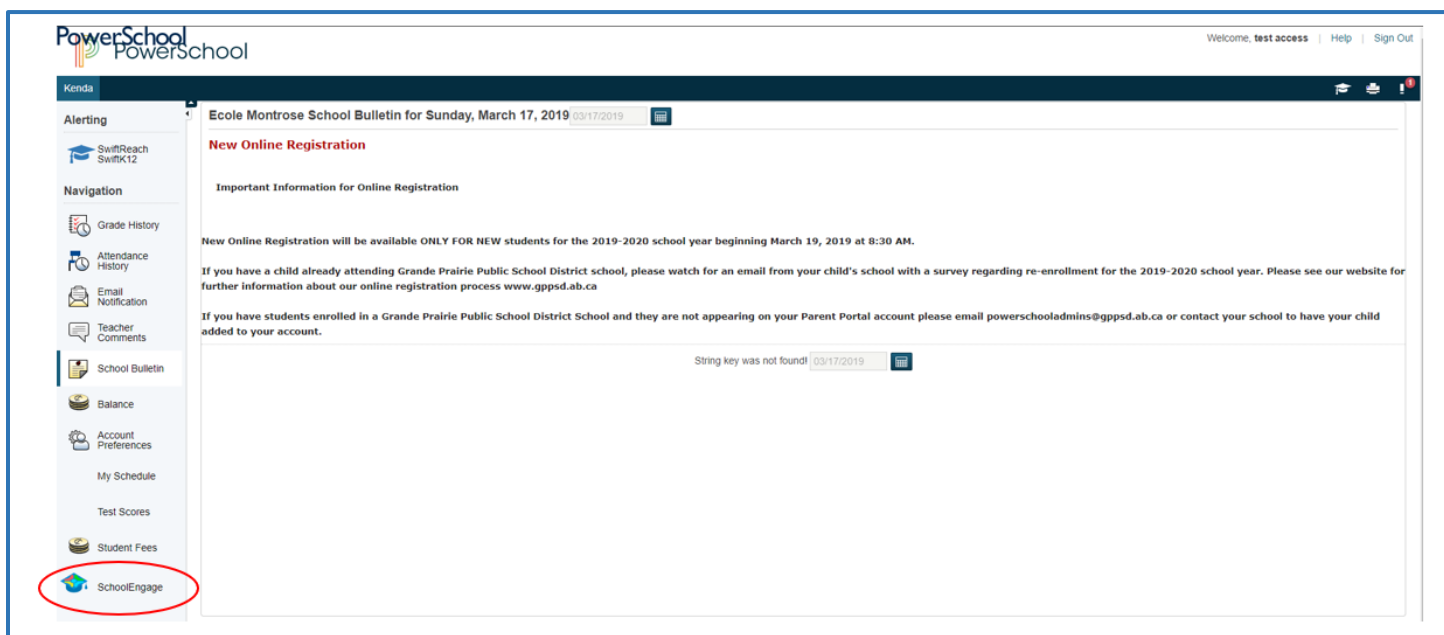
If you are unable upload documentation with this application, please contact the school to provide them a copy. If required documentation is not received, the processing of your application may be delayed.

### Signing into PowerSchool Parent Portal

The button on the home page will take you to this window, log in to the PowerSchool Parent Portal.

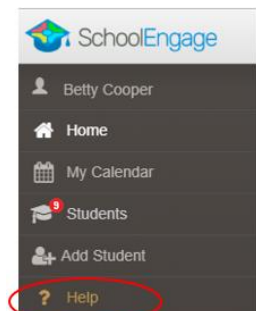
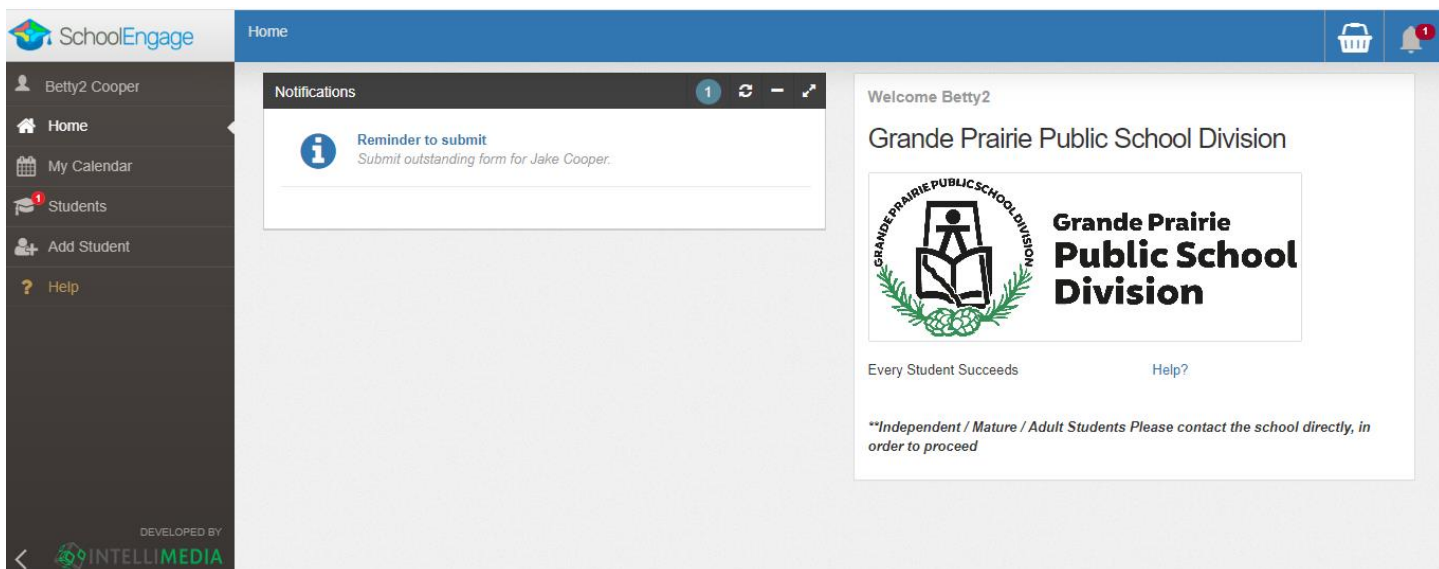
A screenshot of the PowerSchool SIS "Student and Parent Sign In" page. The page has a blue header with the PowerSchool logo and "PowerSchool SIS". Below the header, there are two tabs: "Sign In" (selected) and "Create Account". There are two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". A blue "Sign In" button is located at the bottom right of the sign-in area. Below the sign-in area, there is a "NOTICE" section with a white background and a grey border. The notice states that the Parent Portal will be offline on Sunday December 15 for a software upgrade and that users will need to reset their passwords. It lists the requirements for a "strong" password: minimum of 8 characters, at least 1 upper case character, at least 1 lower case character, 1 symbol, and 1 number. At the bottom of the notice, it says "Please contact your child's school if you are having difficulties accessing the Parent Portal following the upgrade."

Once you sign in the PowerSchool Parent Portal Home Page will open.

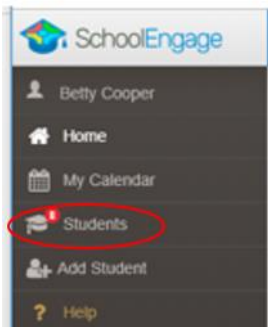


Click the School Engage icon as circled in red, to take you to School Engage.

This is the School Engage Home Page



Once you are logged into School Engage, the **? Help** is very useful and will give you assistance when you are in the system.

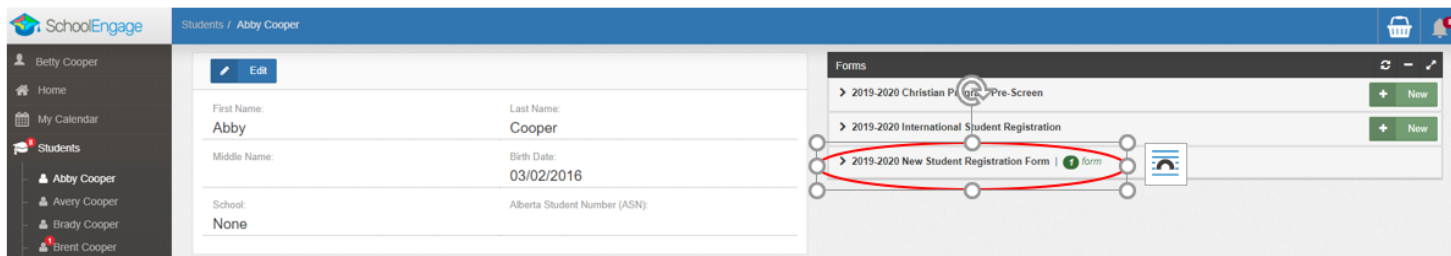


Click on Students

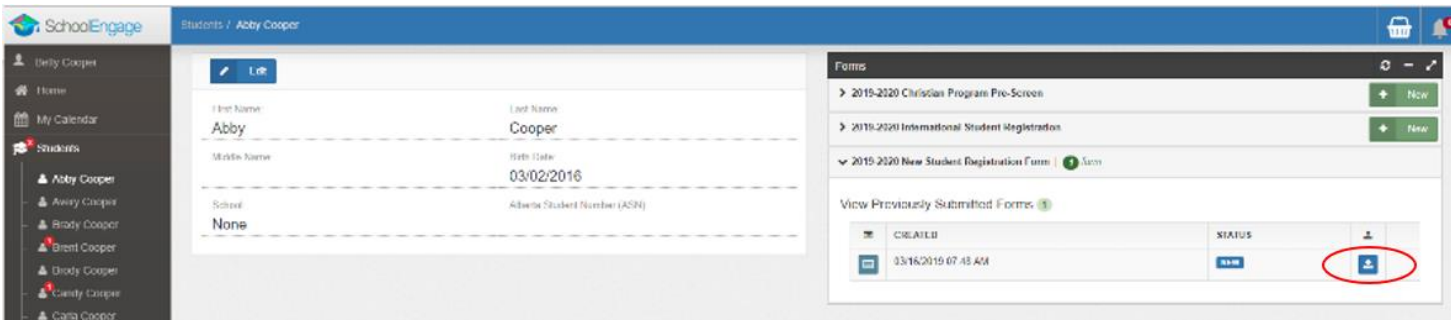


Click on the student you wish to upload the documents for.

This is the student information screen, indicating a form has been completed for this student. Click on that form that requires the document upload.



This will expand the form information. Click on the uploads file arrow.



Form Files

Alberta Adoption Order

Drop Files Here OR [Browse](#)

Attachments:

DSC\_0092.jpg (03/16/2019 07:35 AM) CANADIAN PERMANENT RESIDENT CARD

DSC\_0217.jpg (03/16/2019 07:37 AM) PROOF OF ADDRESS

[Close](#)

Click on the Drop-down menu arrow to select your Form Category

Form Files

File Category

- Alberta Adoption Order
- Alberta Birth Certificate
- Alberta Change of Name Certificate
- Alberta Driver's/Operator's License
- Alberta Health Card
- Alberta Identification Card
- Canadian Birth Certificate
- Canadian Certificate of Indian Status

[Close](#)

Choose the type of Form you are uploading.

Form Files

Alberta Birth Certificate

Drop Files Here OR [Browse](#)

Attachments:

DSC\_0092.jpg (03/16/2019 07:35 AM) CANADIAN PERMANENT RESIDENT CARD

DSC\_0217.jpg (03/16/2019 07:37 AM) PROOF OF ADDRESS

[Close](#)

Drag and Drop files or browse you files on your computer.

Close once the upload is complete.