



# Horton High School

## Parent Portal Login and Account Information

**Step 1:** Locate the Parent Portal link on the Parents section of the Horton website: [hortonhighschool.ca](http://hortonhighschool.ca)

Home	Programs	Students	Parents	Staff	Community	Calendars	Contact
Adaptations Fact Sheet	Cafeteria	Course Handbook	Newsletters	Options & Opportunities			
Athletics	Career Coaches	CSI Annual Report	Note From Home	Student Handbook			
AVRSB - Notify Me	Chromebook Info	Daily Schedule	Online Tutoring Info	Student Insurance			
Behaviour/Discipline	Communication Plan	Growing Up Digital	Parental Portal	Student Services			
Bus Information	CO-OP Education	Guidance	Parent Portal Guide	Zip Thru Card Info			
Bursaries & Scholarships		IB Program	Report an Absence				

**Step 2:** Click “Create Account”

PowerSchool

### Student and Parent Sign In

Sign In Create Account

#### Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

**Step 3:** Fill out the form to create your unique Parent/Guardian Account.

- The email should be a PARENT email address.

## Create Parent Account

### Parent Account Details

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<b>First Name</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>
<b>Desired Username</b>	<input type="text"/>
<b>Password</b>	<input type="password"/> <input type="password"/>
<b>Re-enter Password</b>	<input type="password"/>

Password must: •Be at least 8 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

**Step 4:** Enter the name, Access ID, Access Password and use the drop down menu to choose the Relationship for EACH of your students. The school will provide the Access ID and Access Password for each student. These randomly generated codes are only entered once (by you) to verify that you are “linked” to the student.

## Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

-- Choose



2

Student Name

Access ID

Access Password

Relationship

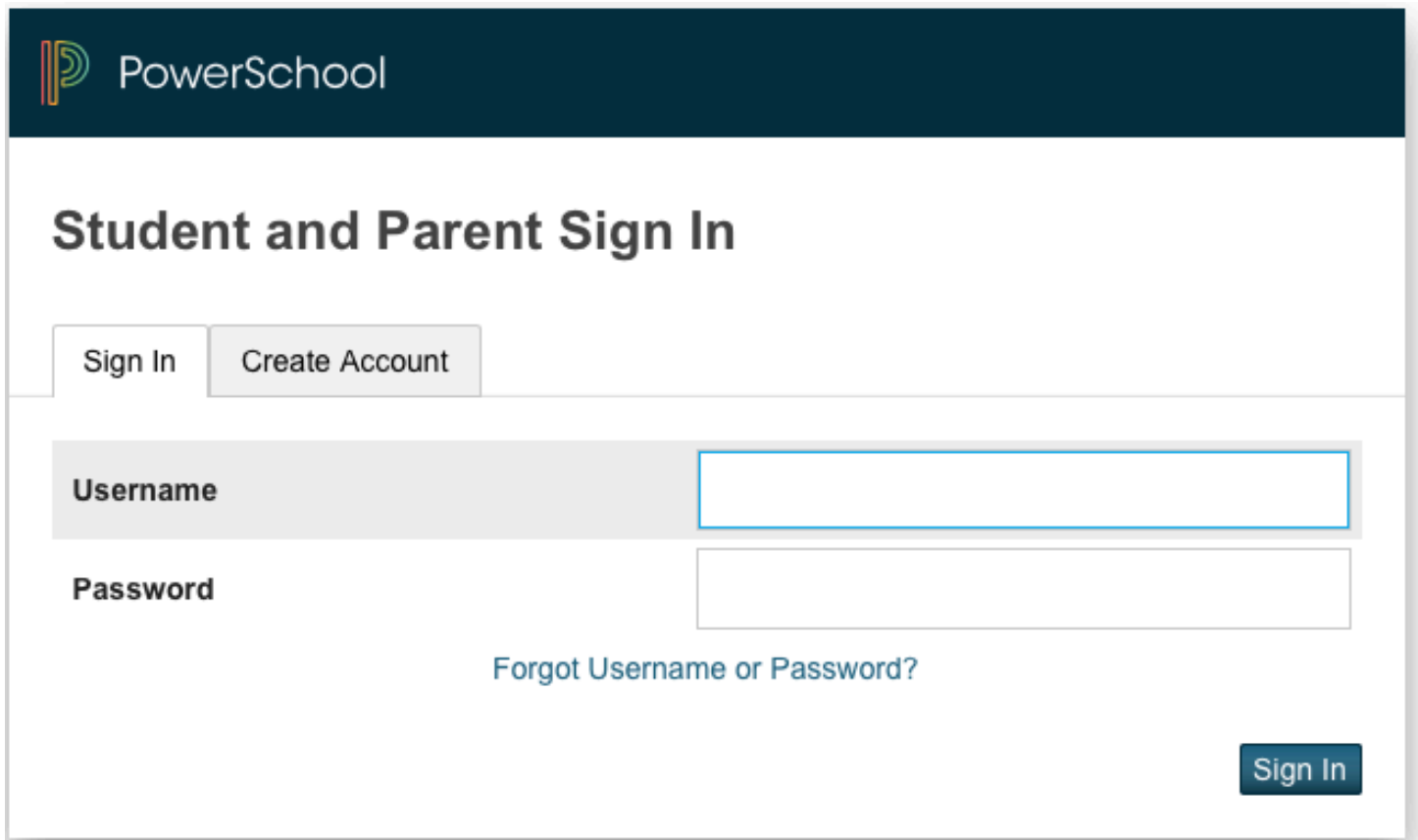
-- Choose



3

Student Name

**Step 5:** Login to your account with the username and password you just chose (in Step 3).



The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

**Note:** You can add additional students at any time by logging into your account, clicking “Account Preferences” then clicking the “Students” link.

**You will ALWAYS need the Access ID and Access Password to add a student to your account.**

**Need help? Email: [jodye.routledge@avrsb.ca](mailto:jodye.routledge@avrsb.ca)**