



Nova Scotia Student Information System

Nova Scotia Public Education System

How To Sign Up For the Student Portal

Quick Reference Guide

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PowerSchool allows students to access the Student Portal using their own account. Your school will create a username and password for you and you will receive a letter which will contain the following information:

- The Student Portal website location: <website address>
- Your User Name
- Your Password

Follow these steps to create an account for the Student Portal.

1. Enter the website address into your browser (e.g. Internet Explorer, Firefox, etc.)
2. Enter your Username as per the letter from your school
3. Enter your Password as per the letter from your school.

When you click **Sign In** you will be presented with a **Change Your Password** screen.

- Enter your current password, as per the letter from your school
- Create a new password which will include at least:
 - 8 characters
 - 1 upper case letter
 - 1 lower case letter
 - 1 number
 - 1 special character; special characters are the keyboard characters not defined as letters, numerals or spaces. They include ` ~ ! @ # \$ % ^ & * () _ - + = { } [] \ | : ; " ' ' < > , . ? /
- Re-enter your new password
- Click **Enter**. Your account is now activated.

You can change your password by clicking on **Account Preferences** from the main menu of the Student Portal. Enter your current password and following the same password rules, create your new password, and click **Save Changes**.

NOTE If you have forgotten your username and/or password you need to contact your school administration.