PARENT PORTAL ACCOUNT SETUP

Please refer to the screen shots below if you have any questions on the setup of your parent portal account in PowerSchool.

** Important Note**

Please be aware that if you have more than one child or children attending another school in the division, you may add each of them to the one account you are going to create. You will receive the applicable information for each child from the school that they attend.

PowerSchool

Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password

Re-enter Password

Link Students to Account

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

	Student Name	Access ID	Access Password	
1.				-- Choose ▼
2.				-- Choose ▼
3.				-- Choose ▼
4.				-- Choose ▼
5.				-- Choose ▼
6.				-- Choose ▼
7.				-- Choose ▼

enter

You have successfully created a PowerSchool account that will allow you to view your students' marks and attendance in real time.

The next time you log in you will use the user name and password you created on the top login portion.

PowerSchool

Login

User Name

Password

Having trouble logging in?

Submit

User Name:
Joe.black
Password:
Joey726

(POWER SCHOOL PARENT PORTAL)

Acorn Online Payment Parent User Guide

All school and transportation fees can now be paid online! Parents can access the Acorn Online Payment website through the PowerSchool Parent portal.
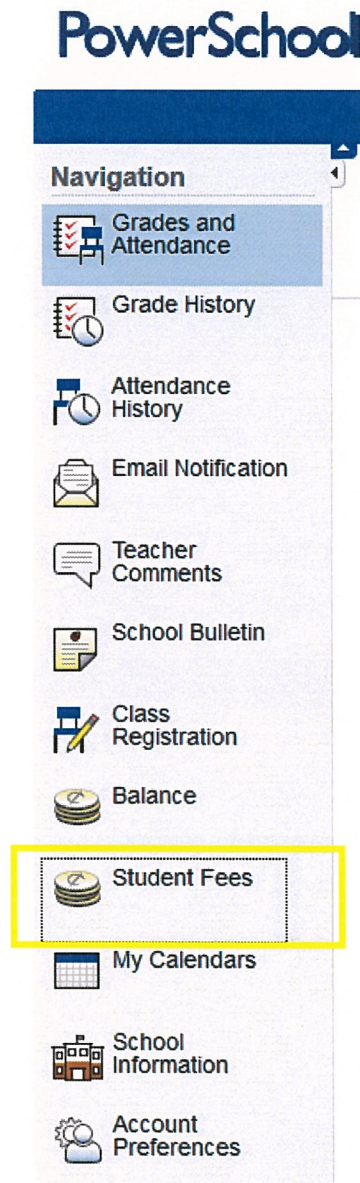
Login into PowerSchool

1. Visit the Black Gold Regional Schools website at www.blackgold.ca
2. On the right hand side of the page, under Quick Links, click on "PowerSchool – Parent/Student Connect"

3. Log in to the PowerSchool Parent Portal

4. Click on the link "Student Fees" in the sidebar navigation menu

5. This will open the Acorn Online Payment website.

Acorn Online Payment Website

Understanding the Fee Summary Page

1. The first screen you will see is the Summary Page that displays the outstanding balance for each student attached to your parent account.
2. Each student will also have their own separate tab that displays a detailed breakdown of fees on individual accounts. If transportation is available to you, you will see two separate tabs for each of your children.
3. The total amount due for children will appear in the CART total in the top right corner of the window.
4. Click on different Account icons to view or edit details of your parent account:
   - **Manage Cards** – enter your payment details below to save them in your secure profile. This will be used for any payment plans, and to help speed up the checkout process.
   - **My Orders** – view past payments on your account and reprint receipts.

Understanding the Student Account Tab

| Summary | Ian | Kristen | **Matthew** | **1** | | Manage Cards | My Orders |

Matthew McKinney
2749474 Grade: 12

SCHOOL FEES	ADDITIONAL ITEMS	TOTAL DUE
$289.00	$0.00	$289.00

School Damage Deposits are refunded when withdrawal paperwork has been submitted to the office or the student successfully graduates from grade 12. **2**

School Fees Due Now Future Charges Paid **3**   🖨 Print Statement

	Due Now		
School Damage Deposit	$75.00	16-Apr-2012	In Cart
Hot Lunch Program	$75.00	27-Apr-2012	In Cart
Registration Fee	$45.00	27-Sep-2012	In Cart
Biology 12 - Lab Fee	$15.00	23-Oct-2012	In Cart
Student Leadership Fee	$10.00	23-Oct-2012	In Cart
Lock Fee	$5.00	23-Oct-2012	In Cart
Graduation Fee	$125.00	8-Nov-2012	In Cart
Technology Fee	$75.00	14-May-2013	In Cart
Student Agenda	$9.00	23-May-2013	In Cart
Learning Resource Fee	$55.00	21-Aug-2013	In Cart

4

Total Due: **$489.00**

Additional Items

New Items

Noon Hour Supervision Fee 2013/2014 ➕	Yearbook Fee 2013/2014 ➕

5

1. Click on each tab to review individual student fees.
2. Any notes from the school or division will appear in yellow at the top of the screen.
3. The default view is **School Fees Due Now**, but you can also view **Future Charges** and past **Paid**.
4. Required fees have been automatically added to the cart.
5. At the bottom of the window is a section called Additional Items, which are optional fees that can be added to a shopping cart. These fees are not included in a student's outstanding balance until added to the cart. After you click on the fee item, a confirmation box will pop-up and prompt you to add the fee to your cart.

Printing Student Account Statements

You can print and save student account statements to your computer for any child attached to your parent account.

1. Navigate to the appropriate student tab.
2. Click on the Print Statement link.
3. The student account statement will pop-up in another window.
4. Print or save the statement to your computer.

Printing Payment Receipts

1. Click on the **My Orders** icon.
2. In the Payment History window, select **Receipt** in the far-right column to print the desired payment receipt.

Viewing the Cart

After you have added any additional fees to your shopping cart, click on View Cart in the top right-hand corner of the screen to review your cart. At this point you have the option to remove any fees from your cart or change the amount of the "Student Payment" to make a partial payment. Once you are ready to make payment, click on the Pay Now button.

Checking Out

After reviewing each student tab, click the Checkout button in the top right-hand corner of the window to pay for school fees. If you are viewing fees from the Cart, click the Pay Now button to checkout.

Enter Payment Details

Once you are brought to the Payment Details page, select your Payment Type:

- Credit Card
- Interac Online

Payment Details

Choose Payment Type:

Manage Saved Cards

- ⦿ Credit Card
- ○ INTERAC® Online | Online

Pay by Credit Card

VISA VISA DEBIT MasterCard

Cardholder Name	
Credit Card Number	
Expiration Date	01 (Jan) ▾ / 2014 ▾
CVD (# on back of card)	

Payment Amount: $788.00 CDN

Cancel | Submit Payment

Sarah Connors

	Due	Pay
Student Leadership Fee	$10.00	$10.00
Lock Fee	$5.00	$5.00
Student Activity Fee	$70.00	$70.00
Instructional Material Fee	$50.00	$50.00
Textbook Rental	$50.00	$50.00
Technology Fee	$75.00	$75.00
Student Agenda	$9.00	$9.00
Jr Activity Fee	$30.00	$30.00
Student Total:		**$299.00**

Matthew McKinney

	Due	Pay
School Damage Deposit	$75.00	$75.00
Hot Lunch Program	$75.00	$75.00
Registration Fee	$45.00	$45.00
Biology 12 - Lab Fee	$15.00	$15.00
Student Leadership Fee	$10.00	$10.00
Lock Fee	$5.00	$5.00
Graduation Fee	$125.00	$125.00
Technology Fee	$75.00	$75.00
Student Agenda	$9.00	$9.00
Learning Resource Fee	$55.00	$55.00
Student Total:		**$489.00**

Cart Total:		**$788.00**
Payment Amount:		**$788.00**

If you select Credit Card, fill out the cardholder name, credit card number, expiration date and CVD and click Submit Payment.

If you select Interac Online click Submit Payment and then choose a Financial Institution. Once you click on your Financial Institution, you will be brought to their online banking page and must log in to your bank with your regular online banking username and password.

After submitting your payment, you will be emailed a receipt.