

How to add a 'New Student' to a PowerSchool Parent Account

You can add a new student to your parent account at anytime
If you have any questions, please call our office 1-800-659-1945

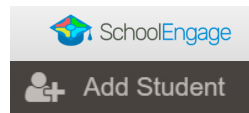
Login VIA PowerSchool Parent Portal: <https://powerschool.redeemer.ab.ca/public/home.html>



****If you need assistance with your login, please email: cfltechquestions@redeemer.ab.ca

Step 1. Login using one of the methods above

Step 2. Click on SchoolEngage (if using Parent Portal)



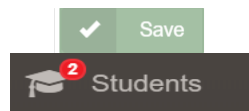
Step 3. Click on Add Student

Step 4. Fill in required information

Add Student x

First Name	Birth Date
<input type="text"/>	<input type="text"/>
Last Name	Middle Name
<input type="text"/>	<input type="text"/>

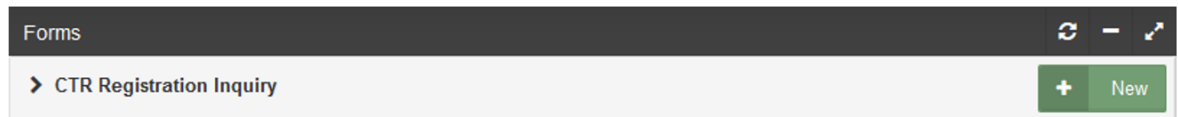
Step 5. Click Save



Step 6. Click on Students

Step 7. Click on the student you wish to complete a form for

Step 8. Then look to the right side of screen, you will be provided with the **CTR Registration Inquiry** form as soon as you have entered student information. Click on green New (this **CTR Registration Inquiry** must be filled out for each student applying).



Step 9. Fill out the form, please remember to save your progress in the event you are interrupted, and click submit once you reach the end of the form.

Step 10. From here, just watch your email for further communication from our school in regards to your application and the next steps.