

****HOW TO ADD A STUDENT TO YOUR EXISTING PARENT ACCOUNT** – Login to your account. On the start page, click on **Account Preferences** in the navigation menu. Click the **Students** tab. Click the **Add** icon to add a student to your parent account. Enter the first and last name, Access ID (provided by the school), Access Password (provided by the school) and Relationship of the student you want to add to your account. Click **Save**. A confirmation message appears indicating your account is updated.

PARENT PORTAL LOGIN INSTRUCTIONS

STEP 1:

- How to login through Myers web site - Go to www.wrmyers.horizon.ab.ca Click on the "P" icon on the home page. Go to step 2
- How to login through Horizon web site - Go to www.horizon.ab.ca Click on the Parents tab, click on PowerSchool and choose Parents login. Go to step 2
- How to login to PowerSchool App - In the App store search PowerSchool for parents, click on Free and install it. Once it is installed open the App. Enter the District Code:NHSW and the username and password provided by the school and sign in. Go to Step 2

STEP 2:

PowerSchool

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

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

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Click on "Create Account"

STEP 3:

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password Email

Create Account

Enter your First Name, Last Name and Email address.

Enter a username and password of your choice. **This will become your personal PowerSchool login Username and Password.**

****all fields are case sensitive****

STEP 4:

Student Name	Access ID	Access Password	Relationship
1			Choose
2			Choose
3			Choose
4			Choose
5			Choose
6			Choose
7			Choose

1. Fill in **Student Name** with the student's first and last name (e.g. "John Doe")
2. Enter **Access ID** with the provided Access ID from the attached letter (case sensitive)
3. Enter **Access Password** with the provided Access Password from the attached letter
4. Choose *your Relationship* to the student from the drop down menu.
5. Continue to enter more than one student if more than one child attends Myers.
6. Click **Enter** at the bottom of the screen.

STEP 5:

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Parent Sign In

Username

Password

[Having trouble signing in?](#)

Sign In

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You will now be presented with this screen. Enter your personal username and password that **you created in Step 3** to access your account.

****If you get a username error that prompts you to choose another username because your choice has already been used, enter a new one or choose one they suggest for you. Before clicking enter be sure you reenter all information from Step 5.**