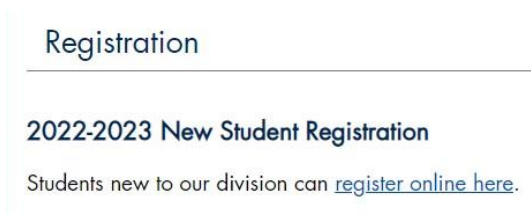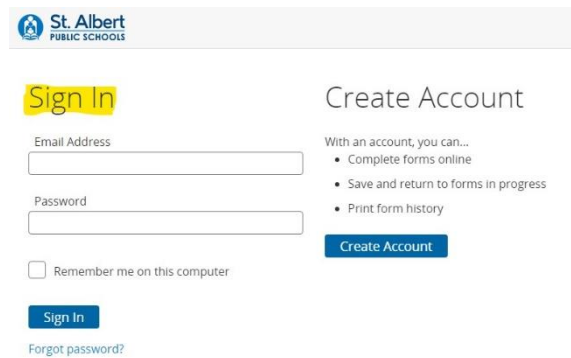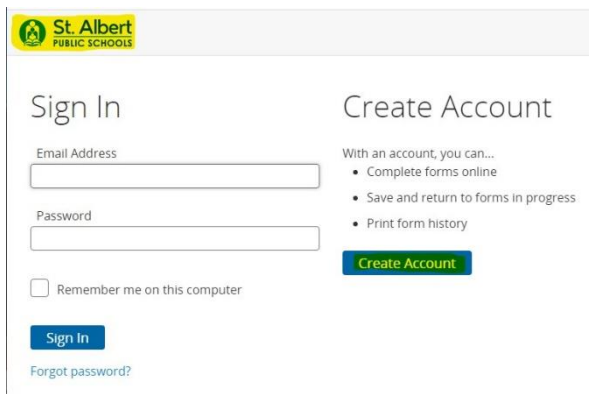# Helping Parents Navigate the St. Albert Public Schools

PowerSchool Enrollment Portal

The PowerSchool Enrollment Portal is used to register new students to the division. It is a separate website from the PowerSchool Parent Portal, which is used for currently enrolled students. Once a student has enrolled in a St. Albert Public School, they will be given access to a Parent Portal account, which can be linked for all students in a family attending one of our schools.

1. From the Division website, navigate to the correct school year and click the link to register a new student.

Registration

2022-2023 New Student Registration

Students new to our division can register online here.

2. Ensure the "St. Albert Public Schools" icon is displayed in the top left-hand corner.

3. If they are registering their first student with us, select "Create Account". If you already have an Enrollment account, select "Sign In".

4. If they try to create an enrollment account and the system tells them that the email address is already in use, this means that they have used PowerSchool Enrollment to register a student with another school division. They must sign into their original Enrollment account.

Email Address
Used for sign in and important communication.

The email address you entered is already linked to an account.

Once they are in their account, they will see any student they have registered using Enrollment. They can either select an existing student or create a new one to register. The icon in the top left will indicate which school division they are completing a registration for. To change a school division, sign out of the enrollment portal and use the link on the correct divisions website to enroll a student in another division.