

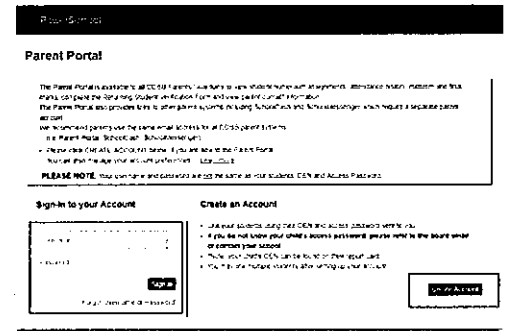
Welcome to the DDSB Parent Portal!

PARENT PORTAL

This quick reference guide outlines the basics of accessing information about your child through the PowerSchool Parent Portal. The Parent Portal is available to all parents/guardians of DDSB Students. A link is available on all school websites.

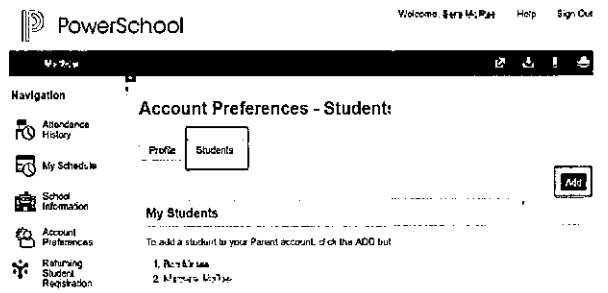
Signing Up for A New Account

If this is your first visit to the Parent Portal, click "Create Account" to set up your new account. To attach your child to the new account, you will need your child's unique Access Password and OEN. The unique codes are emailed to parents/guardians each summer and OEN's are displayed on all report cards.



Adding New Students to Your Account

If you have an account and need to add additional students, please click Account Preferences on the left side of the screen then click Students and Add. You will need your child's Access Password and OEN to complete the add. Once you have added the additional child, you will see a new tab along the blue banner at the top of the screen under PowerSchool Logo.

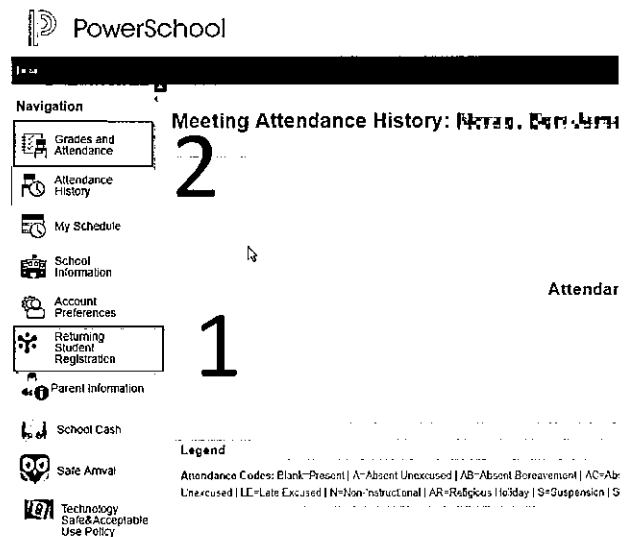


Completing the Returning Student Registration Form & Viewing Your Child's Teacher

1. **Returning Student Registration:** Click on the Returning Student Registration button on the left side of the screen to complete the verification process and the Waivers and Informed Consents. This is required annually for all DDSB students.

Once you have submitted the form, close the Tab to return to the Parent Portal Home screen.

2. **Grades and Attendance:** On August 30, your child's homeroom teacher name will be available on this tab (elementary students only) **if** you have completed the Returning Student Registration.



Visit the Parent Portal often to see your child's grades, attendance history, and schedule. You can link directly to the SchoolCash and Safe Arrival login pages from the quick links on the left side of the home screen.

For safety and efficiency reasons, Durham District School Board would like to reduce the amount of Cash & Checks coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

NOTE: If you require assistance, select the *SUPPORT* option in the top right hand corner of the screen.

Step 1: Register

- If you have not registered, please go to the School Cash Online home page <https://DDSB.schoolcashionline.com/> and select the "Get Started Today" option.
- Complete each of the three Registration Steps
*For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.



Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.

The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



Step 3: Find Student

Note: OEN Student Number is Required

This step will connect your children to your account.

- Enter the School Board Name
- Select the School Name
- Enter Your Child's OEN Number and Last Name
- Select *Continue*
- On the next page confirm that you are related to the child, check in the Agree box and select *Continue*
- Your child has been added to your account

Add Student

1. Type in the School Board name and select one from the list

Durham District School Board
 Change school board name.

2. Select a school

Select school...

3. Enter student information

Student Number | *

Last Name | *

Confirm

[I don't want to add a student](#)

Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" option and repeat the steps above. 5 children can be added to one parent account.

If you do not wish to add additional children, select

"View Items for Students" option. A listing of available items for purchase will be displayed.