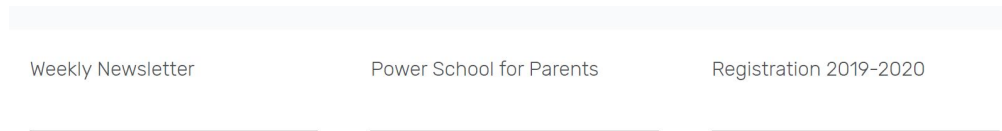
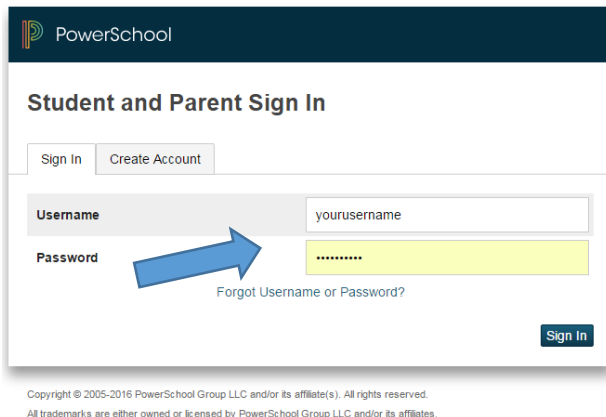


How to Complete Student Forms in the Parent Portal

1. Begin by logging into the Parent Portal by going to the Madonna Catholic School web page at <https://mcs.eics.ab.ca/>
2. Scroll down the page until you see this near the bottom then click on the "Power School for Parents"



3. The Parent Sign In screen will show. Enter your Username and password. Not sure what it is? Click on the blue words "Forgot Username or Password?"

The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Sign In" button is active. Below the buttons are two input fields: "Username" with the text "yourusername" and "Password" with masked characters ".....". A blue arrow points from the "Forgot Username or Password?" link below the password field to the password input field. At the bottom right is a "Sign In" button. At the very bottom, there is small copyright text: "Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

If you are still unable to log in, please call the school to have your Username and Password reset.


Once you have logged in, check the tabs at the top of the page to ensure you are on the correct student. If you have more than one child attached to your account each child will have their own tab.


From this screen you can:

- 1.) Pay for Field Trips
- 2.) Sign up for the quarterly Milk Program
- 3.) Complete forms (Field Trip Permission, Technology Agreement, Medical Request or Transportation Request)

1.) Pay for Field Trips

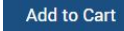
Field Trip fees will be added to your child’s account. The fee must be paid before any field trip in order for students to participate.

Click on  Student Fees located on the left under “Forms and Fees”

Ensure you are on the correct child’s tab. Add the fee you would like to pay to the cart. Click on the  in the top right to continue payment process.
 \$0.00

2.) Sign up for the quarterly Milk Program

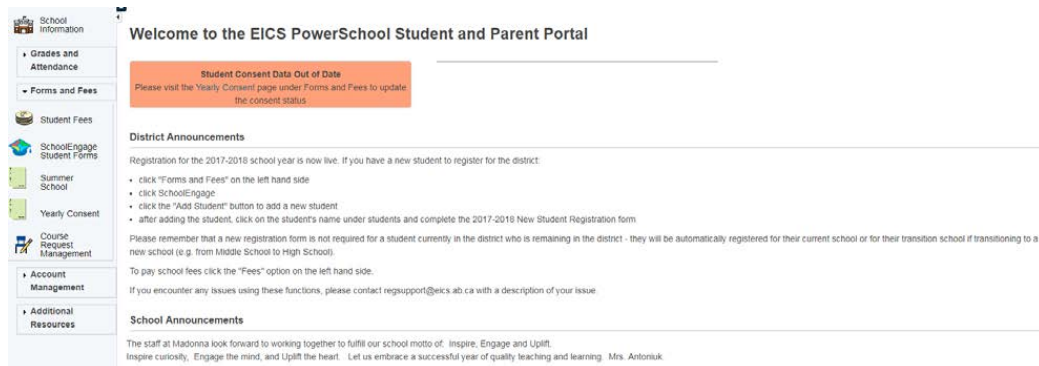
Click on the  Student Fees and ensure you are on the correct child’s tab.

Under Order Forms click on the **Gr 1-4 Milk Order Form Q4** and you will be able to purchase white/chocolate milk for your child. Remember to  to complete your purchase.

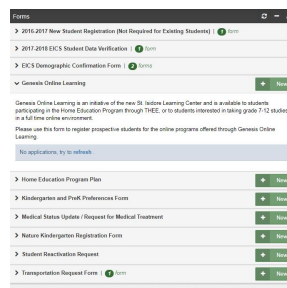
3.) Complete Forms



This icon will have yearly Technology Use, **Field Trip Consent** and Locker Use Agreements.



To complete the **Demographic/Medical or Transportation** forms please locate the appropriate forms on the right side of the screen and click on the word NEW, complete form and submit.



For your convenience, out of date forms will appear highlighted at the top of the main screen

Please call the office at 780-467-7972 if you have any questions.