Parent Accounts

Why, as a Parent, do I need a Parent account?

✓ Gives you access to the School Portal where the school has a copy of the Newsletter, School News and Announcement, Special Announcements Links to other Parent Utilities
✓ Gives you access to Class Sites. Teachers can create a Class Site that will have class information like: Class Calendar, Class Newsletters, Class Announcements and much more.
✓ Gives you access to Maplewood (Student Information System). Here you can verify Personal Information for your students, Parent Information, Medical Information, see Attendance and coming soon Timetables and Achievement.
✓ Give you access to the online Parent Teacher Interview Scheduler if your school uses it.

How do I get a Parent Account?

Parent account rely on your phone number and e-mail address so that information must be entered in Maplewood. Your parent account will be created at 5:00pm on the day this information is entered. An email indicating your account has been created will be sent to the provided e-mail detailing your username and default password.

Username: P306xxxxxxx (will be your phone number with a P in front of it)

Password: auto created for first time login (you have the option of changing this password or keeping it). See instructions below.

How do I know if I already have a working parent account?

✓ Check your home Email with your User information (check your Spam or Junk folder, if it is not in your Inbox)
  o Accounts are created from Home Phone Number and information is sent to home Email Address ( information you gave the school)
  o One account is created per family
  o Accounts are created in Alphabetical order from Parents first name.
    (If dads name comes first alphabetically and he has a different email address than mom – dad gets the parent account. Dad would have to pass on this information to mom or she will not be able to access the Schools Online Parent Tools. When providing information to the school it is best to use the parents email address who is going to be accessing the Schools Online Parent Tools)
The easiest way to know if your parent account is working is to try logging into the School Portal. From a browser enter the Portal URL (https://portal.spsd.sk.ca/school/xxx/parents) and Username and Password (Figure 1). The Log In Utility (Figure 2) can provide you with a forgotten username (P306xxxxxxx/P639xxxxxxx – Phone number) or it can also be used to reset your password. An email will be sent to your home email address with this information.

If you have trouble logging in and the above solutions don’t work, call the School and have the Front Office verify your information and resend your account information. This information will be sent to your home email address.

Figure 1 - Login Screen

![Login Screen]

Figure 2 - Forgotten Password

![Forgotten Password]

Figure 3 - Change Password

![Change Password]
Parent Account FAQ

1. Did you receive an email with your Parent Account Information
   ✓ Yes
      ▪ You will now be able to Log In with your Saskatoon Public Schools User Credentials
        (School Portal: https://portal.spsd.sk.ca/school/xxx/parents)
   ✓ No
      ▪ Check your email spam or junk folder for email with username and password information.
      ▪ If no email was received contact the school to make sure they have the correct phone number and email address on file.

2. Password
   ✓ You know your password and want to change your password to something you can remember
      □ I want to change my password after logging on
   ✓ If you have forgotten your password and need to reset it.
      ○ Click on the link to reset.
3. If you can log into the School Portal, but not Maplewood, please contact the School to check that we have the correct Phone Number on file.

Maplewood Access:

1. Direct Link on Portal

2. Maplewood URL

https://maplewood.spsd.sk.ca/DDS/students