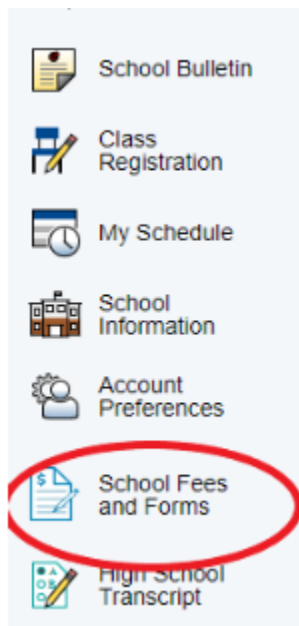




Rycor Account Setup - Parent Login Instructions

Parents with Students in BOTH 7-12 & K-6

1. Parents of students in both Grade 7-12 & K-6 must access their *Rycor* account through their **Powerschool Parent Portal account linked to their 7-12 Student**. Sign into your **PARENT** [Powerschool Account](#).
2. To access your Rycor account from Powerschool, click **School Fees and Forms** located in the left side panel.

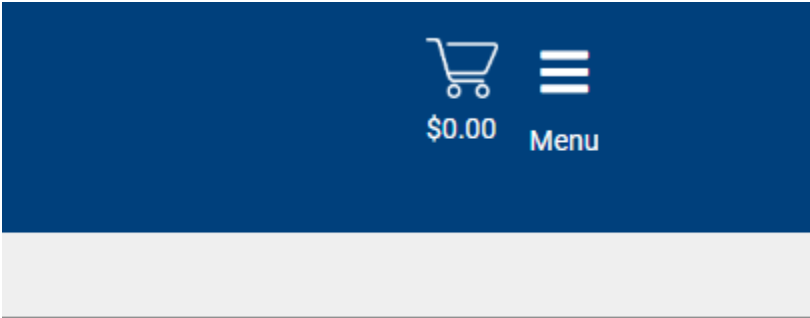


If you can't access Schools Fees and Forms icon - Make sure you are logged in your PARENT account and not Student account as Fees and Forms will not work from a Students Powerschool Account.

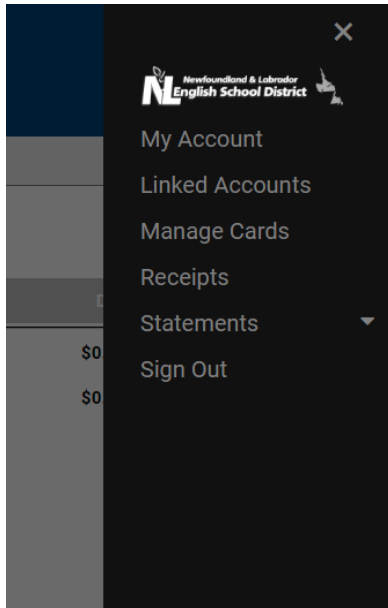
3. In Rycor, you will see your **Summary** tab, and all students attached to your account. You will only be able to see your 7-12 student. Please complete steps 4-9 to add your K-6 Student.



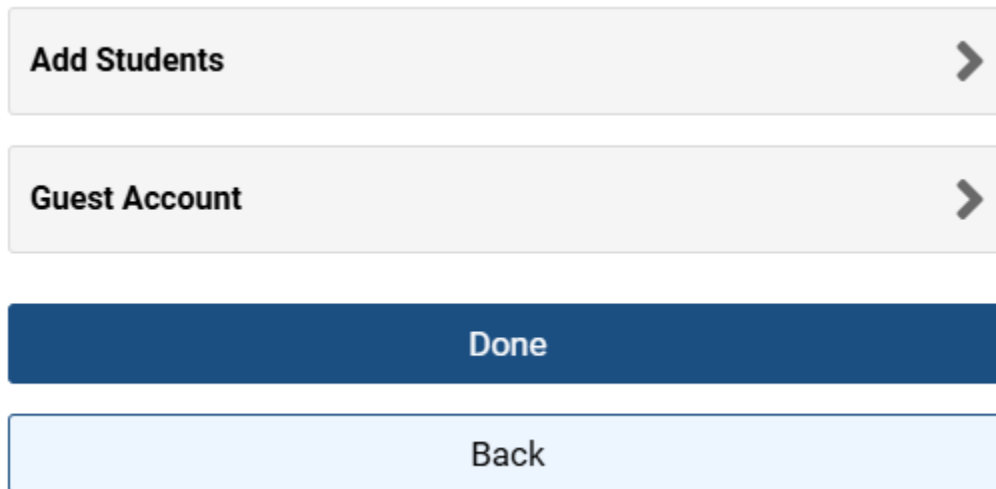
4. Click on Menu located in the top right corner.



5. Click **Linked Accounts**



6. Click **Add Students**



7. Enter **Student ID** (*provided by School*) and **Student's Last Name**.

Add Students

For each student you would like to add to your account, complete the information below and click Add Student.

Student ID

Last Name




Add Student

8. Click **Add Student**

9. Click **Done**

10. Add additional children, complete steps 4-9

11. Click on your **Summary** Tab to view students assigned to your account.

 <div>  \$0.00  Menu </div>				
Summary	CHILD	CHILD		
Student ID	Name	Grade	School	Due
STUDENT ID	NAME OF YOUR CHILD	CHILD'S GRADE	St. Peter's Academy (Westport)	\$0.00
			St. Peter's Academy (Westport)	\$0.00

12. Click on your Students Name (Next to Summary Tab) to view the account and to complete any forms and pay any fees associated with your child.

Newfoundland & Labrador
English School District


\$0.00

Menu

Summary

CHILD

CHILD



CHILD'S NAME

Student Number

Grade: GRADE

Due Now


Future Charges


Paid


Completed Forms

There are currently no fees due on this account.

Parent Forms


Acceptable Use of
Technology Form
St. Peter's Academy (Westport)


Social Media Consent
St. Peter's Academy (Westport)


Student Demographics
Form
St. Peter's Academy (Westport)

13. To complete the Parent Forms double click on the form to open and complete the required fields in each of the forms. Click **Submit**

14. Click on the Menu to **Sign Out**.