

## Activating and Accessing FFCA Parent Portal

1. On your computer or mobile device, open a browser and navigate to <https://ffca.powerschool.com/public>

### PLEASE NOTE:

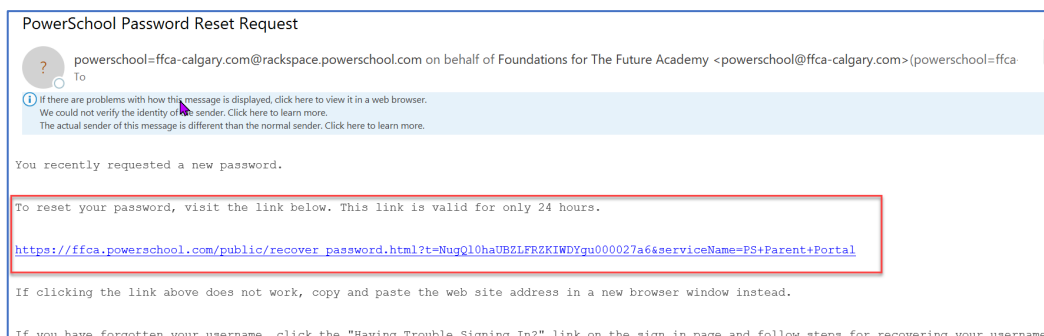
- This experience works best on a full browser on a laptop or mobile device with a screen size of over 10 inches.
- Payments are unavailable in the PowerSchool mobile app; you need to use your browser to access fee payments in Rycor.

2. To log on for the first time, select **Forgot Username or Password**.

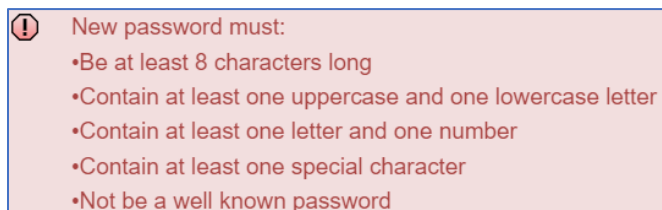
3. **Forgot Password** tab: your Username and Email Address are the same (and should be the same email address you use to login to Edsby)
  - Enter your email address in both fields and click **Enter**.
  - If you don't remember which email address you used, try the email address where you receive campus communication.

4. You will receive notification that a password reset email has been sent. Monitor your email address for this. Be sure to check your junk/spam folder if not received within 5-10 minutes.

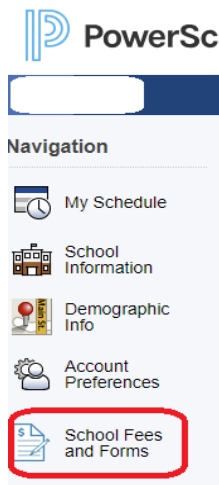
5. Once you receive the password reset email, within 24 hours click on the reset link, or copy and paste it into your browser, as specified in the email.



6. You are redirected to the FFCA PowerSchool Parent portal to create a new password. Proceed to do this using your email address for the username. **Ensure you follow the password requirements.** Type in the new password, re-enter it in the next field and select **Enter**.

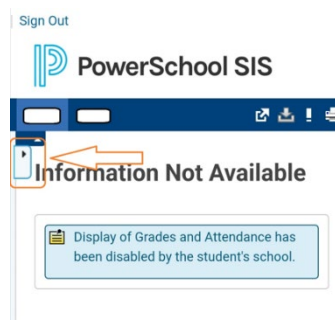


7. You are now in the FFCA Parent Portal. Here you can:



- Access the student's class schedule;
- Access the campus contact information;
- View demographic info for your student(s);
- Set account preferences;
- **Access School Fees and Forms!**
- In the future, you'll be able to access attendance history

\*If you can't see the menu when you log in, click the arrow on the top left to open it.



8. To access School Fees and Forms, select this option on the bottom left. From here, you are directed to Rycor, the fees and forms portion of our portal. Payments are not available in the PowerSchool mobile app; you need to use your browser to access fee payments.

## Navigating the Forms and Fees portal

9. All your enrolled students will be displayed, along with their grade and campus.

Student ID	Name	Grade	School	Due
3		05	FFCA - S	\$0.00
3		07	FFCA - S	\$0.00

10. Any fees that are due now will be automatically checked off and added to your cart. You can also click on one of the other headings to see future charges, what you have previously paid, and a list of any forms you have completed.

FFCA - SWE Campus						<input checked="" type="checkbox"/>
2023/2024						
	Fee	Paid	All Adj	Due		In Cart
<b>Field Trips/InSch Presentns</b>						
SWE - Gr 3 - Calgary Farmyard	\$22.70	-	-	\$22.70		<input checked="" type="checkbox"/>
<b>Total:</b>	<b>\$22.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22.70</b>		<b>\$22.70</b>

11. Along the bottom, you'll see one or more headings for permission forms that need to be signed, upcoming events, or items for purchase (yearbooks, etc).

**SMS Fish Creek Permission Form**  
Gr 7 Science Field Trip

**NWE - Recorder**

12. Select the menu on the upper right to view all receipts and account statements.