

Enrolling a returning student

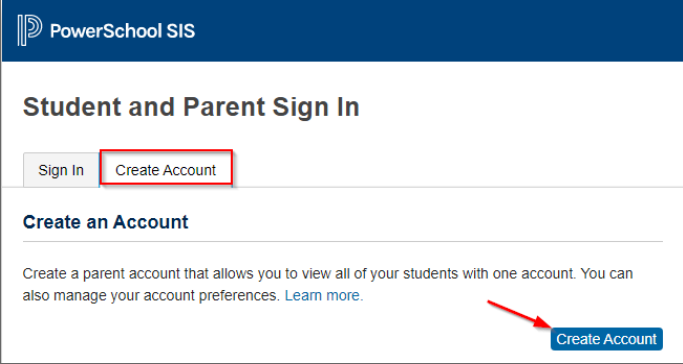
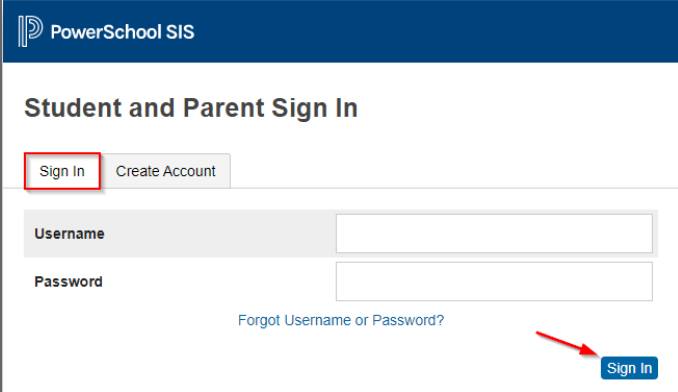
Enrollment Process

Complete all steps:

1. Set up a new Parent Portal account
or
1. Add a student to an existing Parent Portal account
2. Complete the Enrollment forms
3. Upload documentation

Step 1: Create a new Parent Portal account or Add a Student to an Existing Parent Portal Account

Click the link within the email to either create a parent portal account or add an additional student to an existing parent portal account. Alternatively, navigate to the portal via <https://fsd5.powerschool.com>

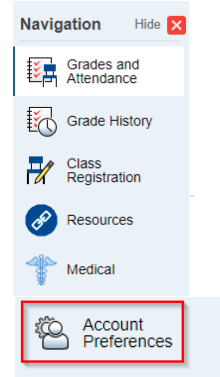
Create a New Parent Portal Account	Add a Student to an Existing Parent Portal Account
<p>Choose Create Account from the Student and Parent Sign In Screen</p>  <p>PowerSchool SIS</p> <h3>Student and Parent Sign In</h3> <p>Sign In Create Account</p> <h4>Create an Account</h4> <p>Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.</p> <p>Create Account</p>	<p>Sign in with the previously established username and password.</p>  <p>PowerSchool SIS</p> <h3>Student and Parent Sign In</h3> <p>Sign In Create Account</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Forgot Username or Password?</p> <p>Sign In</p>

Fill in the details to set up a Parent Account. The email address will automatically populate in the Username field.

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Re-enter Email	<input type="text"/>
Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

After signing in, go to Account Preferences in the Navigation bar on the bottom left.



Multiple students can be linked using individual Access IDs and Access Passwords. Multiple students can be added at this time.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose

A verification email will be sent to new accounts. Click the link within the verification email to authorize your account before completing the enrollment process.

From the Account Preferences screen the student can be added using the Access ID and Access Password included in the email

Account Preferences - Students

Profile **Students**

[Add](#)

Add Student

Student Access Information

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose

Cancel OK

Select the student name in the blue bar at the top of the screen to begin enrollment.

The screenshot shows the PowerSchool SIS Parent Portal interface. At the top left is the PowerSchool SIS logo, with 'Parent Portal' text below it. A dark blue navigation bar contains a 'Student' tab, which is highlighted with a red box. Below the navigation bar is a 'Navigation' sidebar with a 'Forms' icon and a 'Hide' button with a red 'X'. The main content area is titled 'Enrollment' and 'Enroll Form Listing for Test, Student A'. Below the title, there are two input fields: 'Student Number:' followed by a blurred grey box, and 'Grade Level: 3'.

Step 2: Complete the Enrollment Forms

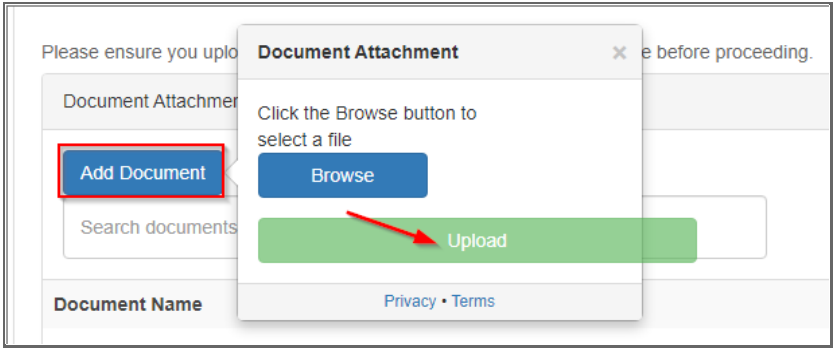
Complete each required form by selecting the form name.

Enrollment			
Status	Form Name	Form Description	Category
Empty	01 - Student Demographics		Enrollment
Empty	02 - Birth Verification		Enrollment
Empty	03 - Address		Enrollment
Empty	04 - Parent/Guardians		Enrollment
Empty	05 - Emergency Contacts		Enrollment
Empty	06 - Health and Medical		Enrollment
Empty	07 - Medical History		Enrollment
Empty	08 - Health Acknowledgements		Enrollment
Empty	09 - Previous Enrollment		Enrollment
Empty	10 - Student Services History		Enrollment
Empty	11 - Forms and Permissions		Enrollment
Empty	12 - Acknowledgement of Completion		Enrollment

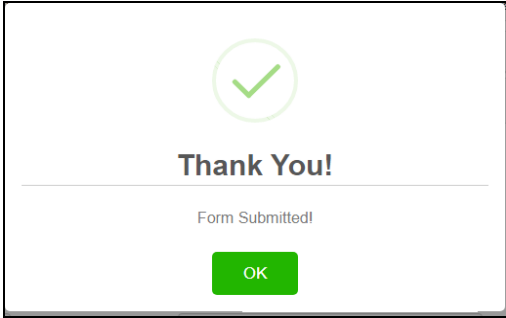
Forms will be listed across the top of the page in tabs. Continue until all forms have all been filled out.

Step 3: Uploading Documentation

Upload documents by selecting **Add Document**. Select file you wish to upload and select **Upload**.



After all forms have been filled out and submitted a message displays indicating the forms have been submitted.



Once all forms have been accepted by the school you will receive an email from the school confirming the exact start date and additional school specific information.