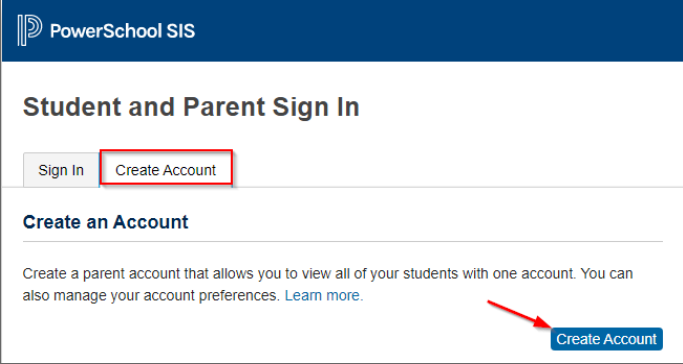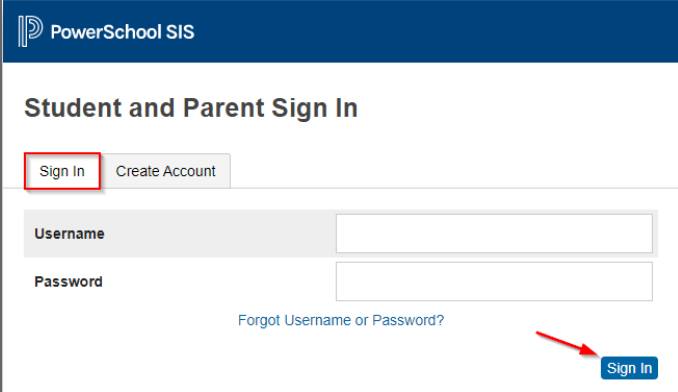# Enrolling a returning student

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
Choose **Create Account** from the Student and Parent Sign In Screen	**Sign in** with the previously established username and password.

Fill in the details to set up a Parent Account. The email address will automatically populate in the Username field.	After signing in, go to Account Preferences in the Navigation bar on the bottom left.
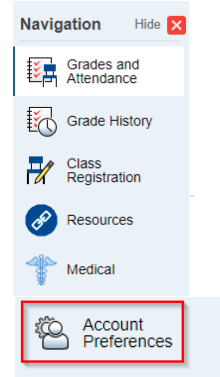
Multiple students can be linked using individual Access IDs and Access Passwords. Multiple students can be added at this time. A verification email will be sent to new accounts. Click the link within the verification email to authorize your account before completing the enrollment process.	From the Account Preferences screen the student can be added using the Access ID and Access Password included in the email

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

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.**
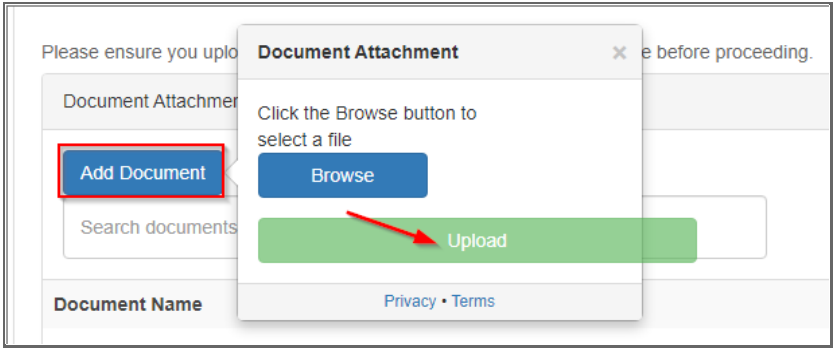
After all forms have been filled out and submitted a message displays indicating the forms have been submitted.
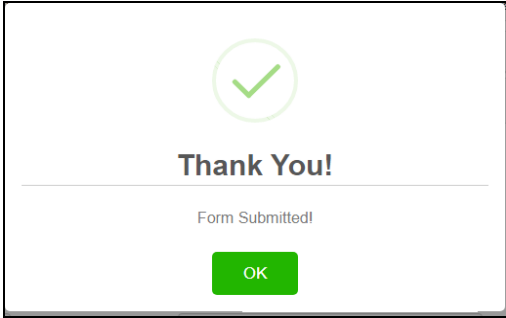
Once all forms have been accepted by the school you will receive an email from the school confirming the exact start date and additional school specific information.