

St. John PowerSchool E-Registration Parent Guide

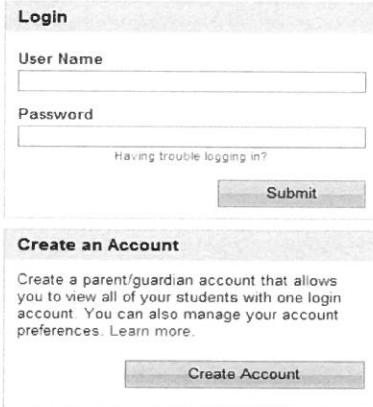
Parents,

In order to provide a more flexible and cost effective approach to student registration, St. John School is requesting an online enrollment process.

Please go to the Parent PowerSchool log in page: <https://archd.powerschool.com/public>

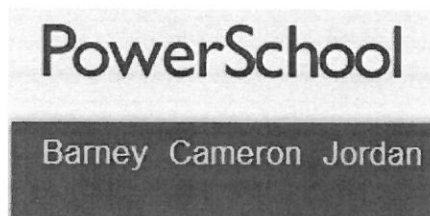
This address has changed from last year. Please make sure you adjust your records.



In the Login box enter your **User Name** and **Password**, click **Submit**.



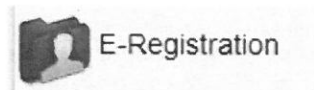
The screenshot shows a web interface with two main sections. The top section is titled "Login" and contains two input fields: "User Name" and "Password". Below the "Password" field is a link that says "Having trouble logging in?". At the bottom of the "Login" section is a "Submit" button. The bottom section is titled "Create an Account" and contains a paragraph of text: "Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. Learn more." Below this text is a "Create Account" button.

The PowerSchool Parent Portal screen will display. Each of students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen). Choose the first student by clicking on the student's name.



Parents have the opportunity to change the language E-Registration is presented by clicking on the  Select Language  option in the upper right portion of the screen.

In the left menu, scroll down and click E-Registration:

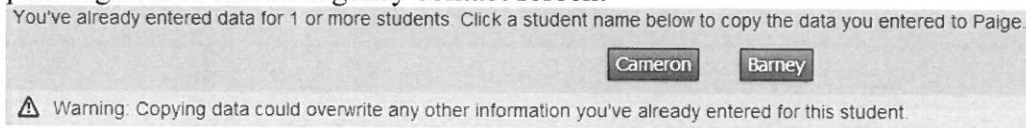


The E-Registration process begins with the Demographics tab. The screen is presented with data that is currently on file in the center of the screen. Updates or new entries may be completed in the right column of the screen. **Please ONLY enter updates/changes.**

Parents will be taken through eight steps to complete the following updates:

- Student Demographics (screen 1)
 - Student's – address, phone numbers, etc.
- Home Language Survey (screen 2)
 - Language information required by the state to be gathered from every student.
- Guardian (screen 3)
 - Parent – address, phones, employer, etc.
- Emergency Contacts (screen 4)
 - Name, relationship, contact phones
- Health (screen 5)
 - Medications and health concerns
- Permissions, (screen 6)
 - Parents grant or deny permission for their student school activities
- Forms (screen 7)
 - Other Forms: Access to district specific forms. Examples include: Athletic physical, classroom volunteer, Booster club membership, etc.,
- Finish (screen 8)

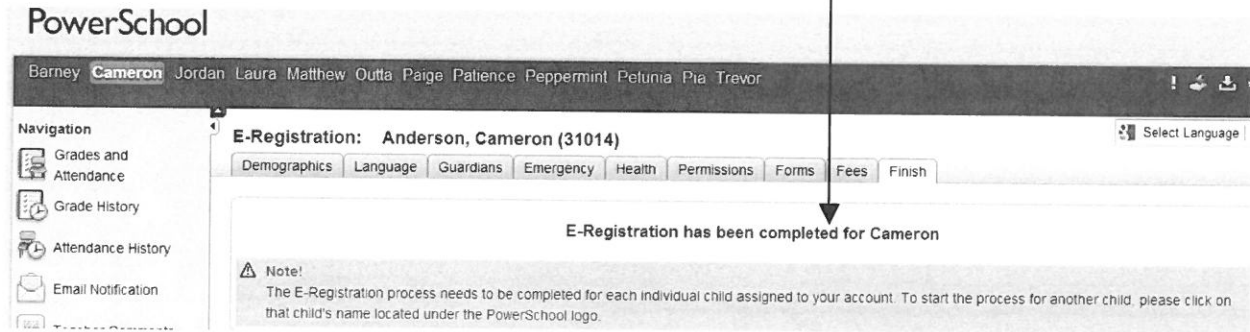
After completing one student, parents have the opportunity to copy address and phone data to another student. The following message will be presented on the demographics, parent/guardian and emergency contact screen:



This means while on the Demographics screen for Paige, click on the other students name (Cameron), addresses, phone numbers, etc. are copied to the entry fields for Paige. Additional updates may be made after the copy is completed.

All steps (Demographics, Language, Guardians, Emergency, Health, Permissions, and Forms) must be completed for each student.

When the message, “E-Registration has been completed” (sample below) appears, you may select another student and begin.



Building Secretaries review every change request and provide final approval for updates into PowerSchool.

Thank you for participating in Electronic Registration! We appreciate your support!