

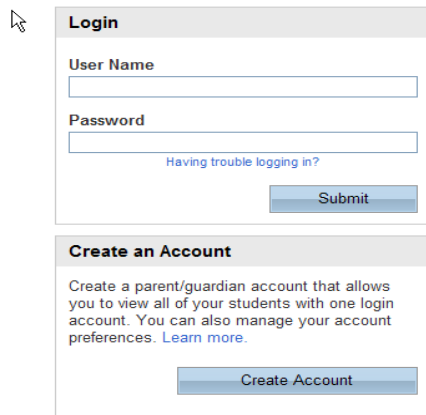
## PowerSchool eRegistration Parent/Guardian User Guide

**PowerSchool SITE OPENS for Access August 1st, 2011!**

Dear Parents/Guardians,

In order to provide a more flexible and cost effective approach to fall student registration, we are once again offering an online enrollment process for our returning and pre-registered families.

To start the eRegistration process you will need to go to the PowerSchool login page (<https://ps-marion.gwaea.org/public/>). *NOTE: if you have a new child to add (Kindergarten, Pre-K, or other student) you will receive a separate mailing.* In the Login box enter your User Name and Password. *If you haven't setup a Username, click on Create an Account and follow the instructions. Please contact your student's school for their Access ID and Password.*



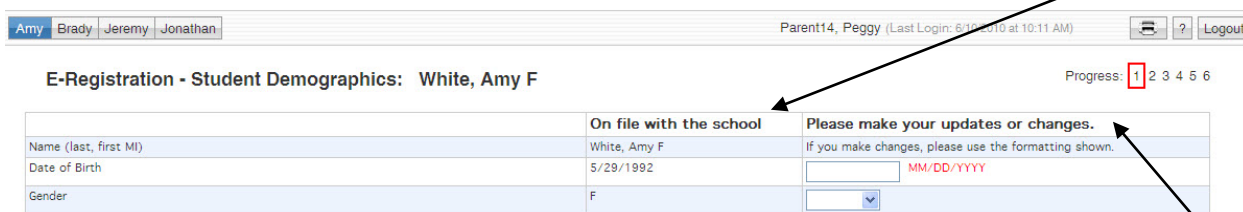
The screenshot shows a login form with two input fields: "User Name" and "Password". Below the password field is a link that says "Having trouble logging in?". A "Submit" button is located at the bottom of the login section. Below the login section is a "Create an Account" section with a paragraph of text explaining the account creation process and a "Create Account" button.

You will be taken to the PowerSchool Parent Portal screen. Each of your children will be displayed in the bar below the PowerSchool Logo (in the upper left portion of the screen).



A new icon called Additional Features is located in the upper right portion of the screen. Click on this and find the eRegistration icon on the next screen.

When you double-click on the eRegistration icon, you will be shown the data that is currently on file at the school for the selected student in the center column of the screen.



The screenshot shows the PowerSchool Parent Portal interface. At the top, there is a navigation bar with the student names "Amy", "Brady", "Jeremy", and "Jonathan". To the right, it says "Parent14, Peggy (Last Login: 6/10/2010 at 10:11 AM)" and has a "Logout" button. Below the navigation bar, there is a section titled "E-Registration - Student Demographics: White, Amy F" and a progress indicator "Progress: 1 2 3 4 5 6". The main content area is a table with three columns: "On file with the school", "Please make your updates or changes.", and a third column. The table has three rows: "Name (last, first MI)", "Date of Birth", and "Gender".

	On file with the school	Please make your updates or changes.
Name (last, first MI)	White, Amy F	If you make changes, please use the formatting shown.
Date of Birth	5/29/1992	<input type="text"/> MM/DD/YYYY
Gender	F	<input type="text"/>

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**You only need to enter changes** for the existing data on file with the school. Make changes in the third column of the screen.

You will be taken through 9 steps (screens) to collect updates for the following information. When you are finished with a page, click on the "Save" button in the lower right corner of the screen.

- Student Demographics
  - Student's – address, phone numbers, etc.
- Parent Contact Information
  - Parent's – address, phones, etc.
  - **Contact Screens NOTE:** The Marion Independent School District enters parent/guardian contact information in the following format for consistency. **Contact 1** is the primary parent/guardian residing at the same physical address as the child AND is the primary contact for the child. **Contact 2** is the second parent/guardian that may or may not reside at the same physical address as the child. **Contact 3** and **Contact 4** may also be used to indicate another contact that may or may not reside with the child (NOTE: these are not Emergency Contacts). Please understand there is no intent to offend any parent/guardian with the contact 1-4 set-up in PowerSchool. It is our way of having consistency when we produce reports and labels using parent/contact information.
- Emergency Contacts
  - Name, relationship, contact phones
- Medical Information
  - Doctor names, phones, hospital preference
- Permissions, Fees and other forms
  - Permissions: Parents grant or deny permission for their student's school policies.
  - Fees: School fees may be paid via PaySchools. Paying fees through PaySchools has not changed. (<http://www.marion.k12.ia.us/Sites/District/payschools.html>)
  - Other Forms: This is a direct link to our district page where you can select forms to print off and fill out. Please complete and return forms marked as **REQUIRED**. There are other forms which are optional to complete.

**You must go through each of these steps for each student you have in the district. Once you are finished with screen 9, you can select another child and start over. If you update an address or contact for one child, you must complete the update for each child to which the change applies. At this time, the software is not able to apply an address or emergency contact change to all children at one time.**

All updates from parents go into a pending file. Building secretaries review every change request and provide final approval for updates to the PowerSchool database.

If you do not wish to participate in eRegistration, registration forms and materials will be made available during registration on August 9th from 7:00 A.M. to 7:00 P.M. at Marion High School.

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

**QUESTIONS OR ASSISTANCE: [eregistration@marion.k12.ia.us](mailto:eregistration@marion.k12.ia.us) We will get back to you as soon as possible. Thank you!**