

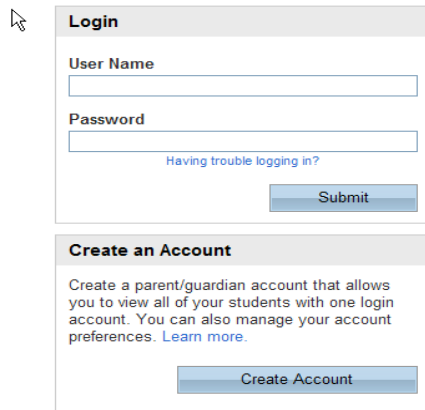
St. Mary's School PowerSchool E-Registration Parent Guide

Dear Parents,

In order to provide a more flexible and cost effective approach to student registration, St. Mary's School is requiring an online updating process.

Please go to the Parent PowerSchool login page on our school web site at:
www.st-marys.pvt.k12.ia.us *click on Parents tab, drop down list will appear, click on PowerSchool, click Parent Login*

In the Login box enter your **User Name** and **Password**, click **Submit**. New families will need to "Create an Account".

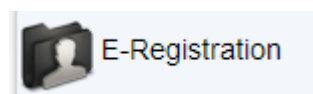


The screenshot shows a web form with two main sections. The top section is titled "Login" and contains two input fields: "User Name" and "Password". Below the "Password" field is a link that says "Having trouble logging in?". At the bottom of this section is a blue "Submit" button. The bottom section 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 blue "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.



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. YOU MUST CLICK ON THE BLUE "CONTINUE" OR "SAVE" BUTTON AT THE BOTTOM OF EACH PAGE TO PROCEED.**

Continue

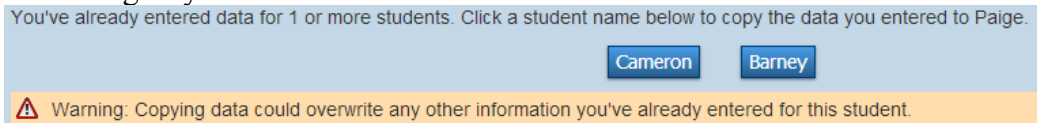
Save

Parents will be taken through the steps in order 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)
 - Multiple permissions need to be approved
- Documents (screen 7)
 - St. Mary's School not available on this screen
- 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:



Click a student name to copy the data you entered to another student.

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

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



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

Thank you for completing E-Registration!

**PLEASE UPDATE YOUR INFORMATION
THROUGHOUT THE SCHOOL YEAR.
(Examples to update: new job, new phone number, new address, etc.)**

