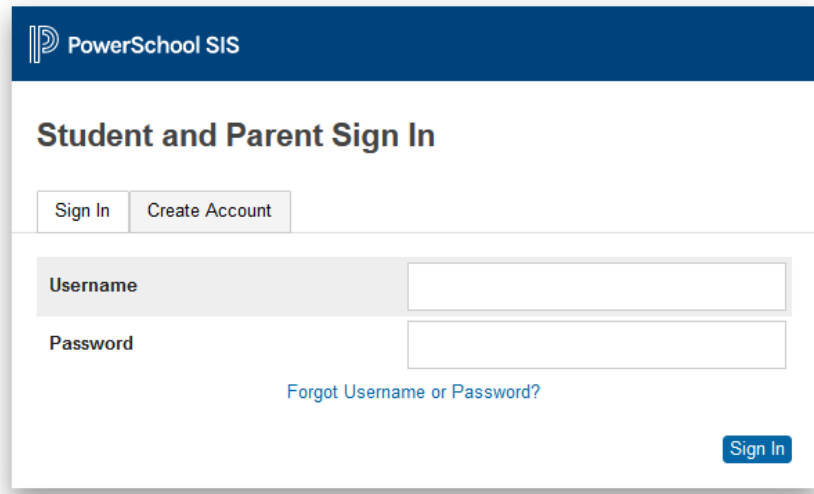


Enrollment Express
Returning Student Information Update
July 12, 2021

Parent Portal Directions

Parent/Guardian has a Parent Portal account:

Parents/guardians who previously used the Unified Classroom parent account already have a Parent Portal account. Click on Parent Portal to access the login screen.



The screenshot shows the PowerSchool SIS login interface. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two buttons: "Sign In" and "Create Account". Below these buttons are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

If you do not remember your login information, click on [Forgot Username or Password?](#) and proceed with that process. Please be patient as it may take a few minutes to receive your information.

After a successful login, under **Navigation** on the left side of the screen, click on **Forms**, select the **Enrollment** tab, select **A1 – Student Info Update**, to begin the information verification/update process. As one form is submitted, the next one will open. Please complete all forms.

While logged in to your Parent Portal account, you may link additional children to your account. You will need to have your student's Access ID and Access Password available. Please contact your child's school to request this information.

Steps:

Under Navigation, on the left side of the screen, click on **Account Preferences**

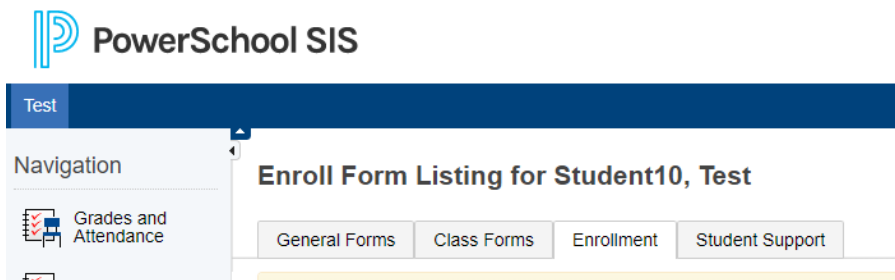
Click on the **Students** tab

On the right side of the screen, click on the **Add** button

Complete the **Student Access Information** box

Click on **OK**

Please verify/update information for each child you add by clicking on the **Name** tab at the top left of the screen for each child; under **Navigaion**, click on **Forms**, select the **Enrollment** tab, select **A1 – Student Info Update**, and complete the process.



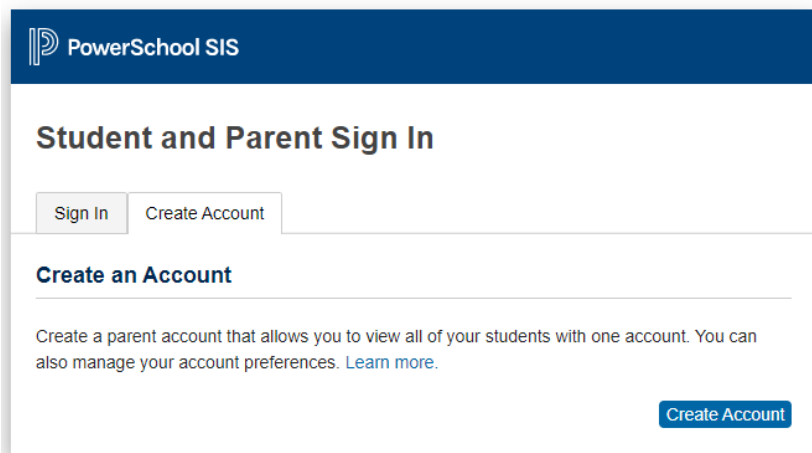
Parent/guardian does not have a Parent Portal account:

Contact your child’s school to request your student’s Access ID and Access Password; you may complete this process for multiple children at one time, so gather information for each child before you set-up your account.

Steps:

Click on the **Parent Portal** link

Click on the **Create Account** tab; click on the **Create Account** button



In **Parent Account Details**, fill in the information requested.

In **Link Students to Account**, enter your student's first and last name, Access ID and Access Password; you may enter information for more than one child at this time.

Create Parent Account

Parent Account Details

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

Password must:

-Be at least 8 characters long

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="password"/>
Relationship	-- Choose --

2

Student Name	<input type="text"/>
--------------	----------------------

In the bottom right corner, click on **Enter**

A verification email will be sent to your email address, please verify; this step is critical as it allows you to proceed with the information verification/update process.

Following email verification, sign in to your Parent Portal

Under **Navigation** on the left side of the screen, click on **Forms**, select the **Enrollment** tab, select **A1 – Student Info Update**, to begin the information verification/update process. As one form is submitted, the next one will open. Please complete all forms. If you have more than one student, click on each **Name** tab at the top left of the screen and complete the forms.



Test

Navigation

- Grades and Attendance

Enroll Form Listing for Student10, Test

General Forms | Class Forms | Enrollment | Student Support