

Sacred Heart School PowerSchool E-Registration Parent Guide

Dear Parents,

In order to provide a more flexible and cost-effective approach to student registration, Sacred Heart School, along with the Archdiocese of Dubuque is requiring an online enrollment process.

-To get started, please go to <https://archd.powerschool.com/public/home.html> .

*For RETURNING Sacred Heart Parents:

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

-If you have forgotten either your username or password, click on **Having trouble signing in?** to recover your account sign in information.

-You will need to know which email address you entered when the account was set up.

-Contact the school if you are not able to recover your account sign in information.

* **ADDING A STUDENT TO A RETURNING PARENT ACCOUNT:**

If you already have an existing parent account set up BUT have a student who is new to Sacred Heart this year and need to add them to your account please follow these instructions:

-Sign into your PowerSchool parent account (refer to instructions for **Returning parents** found above)

-In Navigation bar on the left, scroll down to the *Account Preferences* tab and click on that.

-The *Account Preferences* screen will pop up. Click on the *students* tab at the top and a new screen will pop up labeled *Account Preferences - Students*.

-Click on the blue **ADD** button on the right of the screen to add your new student to your Parent account.

-A box will then pop up asking you for your *student's name*, *access id* and *password* (on label at the top of the gold PowerSchool Parent guide) and *YOUR relationship to the student*.

-Once you have entered in all that information, click *submit*.

-You should now see that child's name at the top blue bar on the left of the screen. You can now proceed with e-registration for that child.

*For NEW Sacred Heart Parents to PowerSchool:

-Click on **Create Account** tab and then the blue **Create Account** button in lower right-hand corner.

-Enter the information requested.

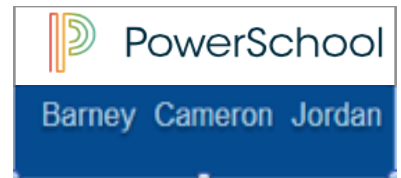
-Make note of the email address you entered for future reference in case you forget your login information.

-Each parent can create their own account but the email addresses need to be different.

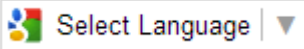
-Enter each student's name, access ID, and access password provided at the top of this sheet and choose your relationship to the student. When you have entered all of the information for each of your students click **Enter**.

The screenshot shows the PowerSchool login interface. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". A "Select Language" dropdown menu is set to "English". Below that are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is in the bottom right corner.

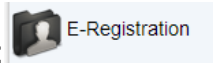
The screenshot shows the PowerSchool "Create an Account" page. It has the same dark blue header and "Student and Parent Sign In" title. The "Create Account" tab is selected. Below the tabs, there is a "Create an Account" section with a sub-header. A paragraph of text explains: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more." A "Create Account" button is in the bottom right corner.



-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  option in the upper right portion of the screen.

-In the left menu, scroll down and click:



-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 8 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)
 - **Click CONTINUE to proceed to screen 8 in order to finish the E-Registration process.**
- **Finish** (screen 8)

-After completing one student, parents have the opportunity to copy address and phone data to another student.

You've already entered data for 1 or more students. Click a student name below to copy the data you entered to Paige.

[Cameron](#) [Barney](#)

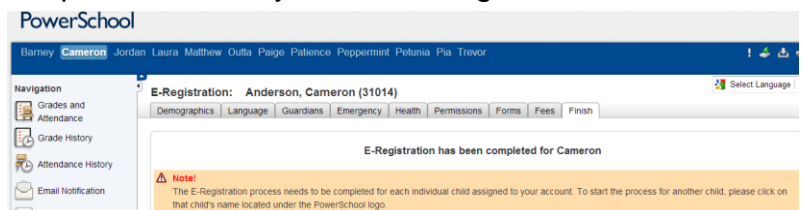
 Warning: Copying data could overwrite any other information you've already entered for this student.

-The following message (sample on right) will be presented at the top on the demographics, parent/guardian and emergency contact screen:

This means while on the Demographics screen for *Paige*, click on the other student's 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 1-8 (Demographics, Language, Guardians, Emergency, Health, Permissions) must be completed for each student.**

****When the message, "E-Registration has been completed" (sample above) appears, you may select another student and begin.** The Sacred Heart School Office will review every change request and provide final approval for updates into PowerSchool.



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