



# Online Registration for Current Students Using Powerschool

## Parent Guide

November 10, 2017





# Table of Contents

1. Parent Portal Access.....page 2
2. Re-Registration.....page 3 - 4
3. Confirmation Page.....page 5



## Parent Portal Access

Login to Parent Portal:

- 1) Please go to : <https://archchicago.powerschool.com/public/>
- 2) Please use your Parent Portal information to login.
- 3) If you forgot your Username or Password be sure to click on the “Forgot Username or Password?” link.

**NOTE:** If you do not have a Parent Portal account yet, please contact your School Administration. They will assist you in creating a Parent Portal account.

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

PowerSchool

### Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In



## Re-Registration

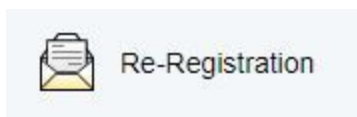
- After signing into the Parent Portal you should see a screen very similar to the one found below:

**NOTE:** If you are not seeing this window please contact your School Administration.

The screenshot shows the PowerSchool Parent Portal interface. On the left is a navigation menu with options like Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Schedule, School Information, Re-Registration, Sibling Registration, and Account Preferences. The main content area is titled "Grades and Attendance: Armstrong, Louie Lois" and includes a "Retrieve ACT Scores" button. Below this is an "Attendance By Class" table.

Exp	Last Week					This Week					Course	T1	T2	T3
	M	T	W	H	F	M	T	W	H	F				
HR(A)											8th Grade Homeroom Email 24, Stand. Academy - Rm: 24A	[1]	[1]	[1]
HR(A)											8th Grade Homeroom Email 25, Stand. Academy - Rm: 25A	[1]	[1]	[1]
P3(A)	-	-	-	-	-	-	-	-	-	-	8th Grade Computer Email 24, Stand. Academy - Rm: 24A	[1]	[1]	[1]
P3(A)	-	-	-	-	-	-	-	-	-	-	8th Grade Computer Email 25, Stand. Academy - Rm: 25A	[1]	[1]	[1]
P5(A)	-	-	-	-	-	-	-	-	-	-	8th Grade Art Email 24, Stand. Academy - Rm: 24A	[1]	[1]	[1]
P5(A)	-	-	-	-	-	-	-	-	-	-	8th Grade Art Email 25, Stand. Academy - Rm: 25A	[1]	[1]	[1]
P6(A)	-	-	-	-	-	-	-	-	-	-	5th Grade Math Email 2, Stand. Academy - Rm: 2A	[1]	[1]	[1]
P6(A)	-	-	-	-	-	-	-	-	-	-	5th Grade Math Email 19, Stand. Academy - Rm: 19A	[1]	[1]	[1]

- On the left hand side you should see a link called “Re-Registration”. Click on this link to begin your Re-Registration for the upcoming school year.





## Re-Registration

- Once you click on the “Re-Registration” link, the Form below will be displayed. Please proceed to complete the Form. Enter any new information in the far right column. You can leave blank any information that is not changing.

**Please Read The Following**

\*\*\*Welcome to the re-registration page! From this screen, you will be able to review the information currently stored in PowerSchool and input any information you'd like to update for PowerSchool. There are three columns in the form below. The first is the name of the field, the second is the information currently stored in PowerSchool, and the third is empty for you to update any of the fields. **You only need to input changes to the fields that have changed.** If the data in the field has not changed, you can leave it blank.\*\*\*

Student Info	PowerSchool Current Data	Have Any Changes?
Total Enrolled Children in Family (1, 2, 3, 4, etc.):	2	<input type="text"/>
Student First Name:	Billy	<input type="text"/>
Student Middle Name:	Joe	<input type="text"/>
Student Last Name:	Armstrong	<input type="text"/>
Date of Birth (MM/DD/YYYY):	07/19/2017	MM/DD/YYYY <input type="text"/>
Oldest or only child in this school (Y/N):		<input type="text"/>
Youngest or only child in this school (Y/N):		<input type="text"/>
Gender (Male/Female):	M	<input type="text"/>
Is Student Hispanic/Latino (Yes=1, No=0):	0	<input type="text"/>
Race (N=American Indian, A=Asian, B=Black or African American, M=Multi-racial, P=Native Hawaiian/Pacific Islander, W=White):	B	<input type="text"/>
Country of Birth (If Not USA):		<input type="text"/>
Year Immigrated (If Applicable):		<input type="text"/>
Religion:	Catholic	<input type="text"/>

- Be sure to scroll down to the bottom of the page. There is a checkbox in the green bar at the bottom that needs to be checked in order to Submit the Re-Registration form.

**NOTE:** The Submit Button won't be available until you click in the checkbox below.

Click the checkbox to confirm that you wish to re-register "Billy Armstrong" for the upcoming school year:

**Submit**



## Confirmation Page

- After you have submitted the Re-Registration Form you will be presented with a Confirmation page. Please see below for an example.

### Changes Recorded



- Once you have Submitted the Form, the data is sent over to your School Administration. If you have any questions please reach out to your School Administration for the next steps.

**NOTE:** If you happen to click on the Re-Registration page again, after it has been submitted already, you will get the follow message. You can edit your submitted Re-Registration form by clicking the Edit button.

### Re-Registration Complete

Read below for more details.

According to PowerSchool, your re-registration form has already been submitted. If you'd like to make changes, you can do so by clicking "Edit" below or you can return to the previous page by clicking "Back".

If you have any questions regarding re-registration, please contact your school's administration.

Edit

Back