

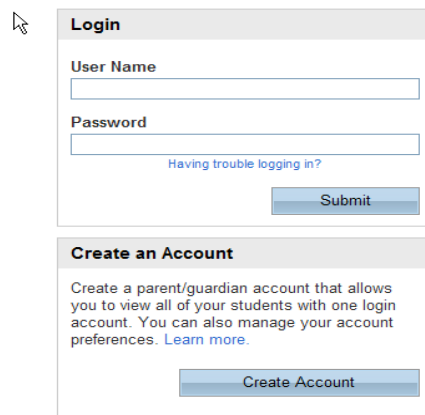
# De Sales School PowerSchool E-Registration Parent Guide

Parents,

In order to provide a more flexible and cost effective approach to student registration, De Sales school is using an online enrollment process. If you have not completed the family logon process introduced last year, you must complete that simple step first.

Once you are registered for a single family log in, please go to the Parent PowerSchool log in page at: <https://ps-archd.gwaea.org/public/>

In the Login box enter your User Name and Password.

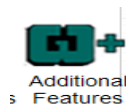


The screenshot shows a web form with two main sections. The top section is titled "Login" and contains two input fields: "User Name" and "Password". Below the "Password" field is a link that says "Having trouble logging in?". At the bottom of this section is a "Submit" button. The bottom section is titled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



An icon called Grant Wood AEA Additional Features is located in the upper right hand portion of the screen.



Double click this icon and you will be presented a submenu.  
Double click the E-Registration icon.



Double click on the E-Registration icon and 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. **You only need to enter changes/updates for your student.**

You will be taken through 8 steps to collect updates for:

- Student Demographics (screen 1)
  - Student's – address, phone numbers, etc.
- Parent Contact Information (screens 2 and 3)
  - Parent's – address, phones, etc.
- Emergency Contacts (screen 4)
  - Name, relationship, contact phones
- Medical Information (screen 5)
  - Doctor names, phones, hospital preference
- Permissions, (screen 6)
  - Parents grant or deny permission for each student's school activities.
- Other forms (screen 7)
  - Other Forms: Access to school specific forms. Examples include: Athletic physical, classroom volunteer, Booster club membership, etc.,
- Finish (screen 8)

**You must go through all steps for each student. Once you receive the message, "You have completed the E-Registration process" (sample below), you may change students and begin again.**

The screenshot displays the PowerSchool user interface. At the top, the PowerSchool logo is on the left, and a navigation bar contains icons for various functions: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, Account Preferences, and Additional Features. Below the navigation bar, a user selection bar shows the name 'Aimee' highlighted, followed by other names: Gist-of, Gracie, Jennifer, Justin, Kaitlin, and Outta. To the right of this bar, it says 'Time, Deb (Last Login: 12/8/2010 at 9:46 AM)' and a 'Logout' button. The main content area shows a message: 'E-Registration - Process Complete for Clark, Aimee M' with a progress indicator 'Progress: 1 2 3 4 5 6 7 8', where the number 8 is highlighted in a red box. Below this, a red 'Note!' states: 'You have completed the E-Registration process for Aimee. The E-Registration process needs to be completed for each individual child assigned to your account. To start the process for another child, please click on that child's name located under the PowerSchool logo.'

All updates from parents go into a pending status. On the administration side at school, Denise will review your change request and provide final approval for update into the PowerSchool files.

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