

St. Francis Xavier School PowerSchool E-Registration Parent Guide

Dear Parents,

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

-To get started, please go to the Xavier School Website at www.xavier.pvt.k12.ia.us . Click on **PowerSchool** heading and click on **Parent/Student Login**.

What do I need to know about logging in to PowerSchool?

- If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.
- Do not set your browser to save passwords to this site. It will cause your password to appear not to work.
- After successfully logging in, you will see a series of tabs under the PowerSchool logo listing all students. Select the appropriate name to view that student's information.
- **(Parents have the opportunity to change the language E-Registration is presented by clicking on the Select Language option in the upper right portion of the screen.)**

*For **RETURNING** Xavier Parents:

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

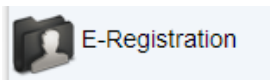
-If you have forgotten either your username or password, click on **Having trouble signing in?** to recover your account sign in information. - You will need to know which email address you entered when the account was set up.

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

- The PowerSchool Parent/Guardian 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



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

If you already have an existing parent account & have a student who is new to Xavier, you will need to add them to your account.

-Please follow these instructions:

-Sign into your PowerSchool parent account (refer to instructions ABOVE)

-In Navigation bar on the left, scroll down & click the **Account Preferences** tab

-Click the **Students** tab at the top and a new screen will pop.

-Click the **blue ADD** button (right of the screen)

-A box will then pop up. Please enter your **student's name**, **access id** and **password** (on label at the top of this 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

A screenshot of the PowerSchool login page. It features a "Sign In" button and a "Create Account" button. Below these is a "Select Language" dropdown menu set to "English". There are input fields for "Username" and "Password", and a "Forgot Username or Password?" link. A "Sign In" button is at the bottom right.A screenshot of the PowerSchool login page, similar to the one above, but with the "Create an Account" button highlighted. Below the login fields, there is a "Create an Account" section with a "Create Account" button.A screenshot of the "Add Student" form. It includes fields for "Student Name", "Access ID", and "Access Password". There is a "Relationship" dropdown menu with options: "Choose", "Father", "Mother", "Grandfather", and "Grandmother". "Cancel" and "OK" buttons are at the bottom right.

***Create A PowerSchool Account For NEW Xavier Parents:**

-Click the **Create Account** tab & Click **Create Account**.

-Enter your **name** and an **e-mail address**. (If Parent/Guardians share the same e-mail address, only set up **one** PowerSchool account.)

-**Username** – Avoid spaces, apostrophes, and other special characters (ex. /,*,&,#,@)

-**Password** – Avoid spaces and apostrophes. Enter a password that is at least eight characters.

-Enter the Name of each of your students to the right of “Student name”.

-Enter the **Access ID & Access Password** for each student (on label at the top of this guide)

-Select your **Parent relationship** to the student.

-Click **Enter** when you have completed this information for all of your students.

-You will receive an email confirmation message when your account has been successfully created.

****ONCE SIGNED IN TO PARENT ACCOUNT:** *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 process begins with the **Demographics** tab. Current data is seen on file in the center column of the screen; updates or new entries made in the right column. **Please ONLY enter updates/changes.**

****Parents will be taken through 8 steps to complete the following E-Reg. updates:**

- **Student Demographics (screen 1)**

- Student’s – address, phone numbers, etc.

- **NOTE:** After completing one student, you have the opportunity to copy address and phone data to another student; while on the **Demographics screen** for one student, click on the other student’s name. Additional updates may be made after the copy is completed.

- **Home Language Survey (screen 2)**

- Language information required by the state to be gathered from every student.

- **Health (screen 3)**

- Medications and health concerns

- **Contacts (screen 4) - NEW--PLEASE LOOK OVER CAREFULLY AND UPDATE INFO**

- Parental, guardian, and emergency contact addresses, phone number, etc.

- When done updating ALL contact info click the Next- E-Reg. tab to go to next screen



- **Contacts Sort (screen 5) - NEW--PLEASE LOOK OVER CAREFULLY AND UPDATE INFO**

- Prioritize order of contacts for who should be contacted first in the event of an emergency by clicking on the arrows next to the contact name

- The **Contacts tab** only needs to be reviewed and updated for **one** student; additional students can be linked to contacts in the **“Relationship”** portion of this screen

- **Permissions, (screen 6)**

- Parents grant or deny permission for their student school activities

- **Forms (screen 7) NOTE:** Access to ALL forms is through our website, indicated in your registration letter

- You **MUST click CONTINUE** on this screen to proceed to FINISH (Screen 9) in order to finish the E-Registration process!!

- **Finish (screen 8)**

- When the message, **“E-Registration has been completed”** & a **green check** appears (next to your student’s name) you are finished with that student; select another student at the top and begin the process for them (Screens1-8).

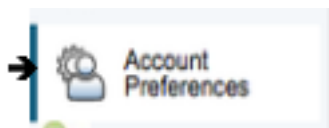
- **NOTE:** All steps (**Demographics, Language, Health, Contacts Sort, Permissions, etc.**) **MUST** be completed for each student.

INSTRUCTIONS FOR POWERSCHOOL'S PARENT ACCOUNT: DAILY BULLETIN / BALANCE ALERT EMAIL NOTIFICATIONS SET-UP

1. *Sign into* your PowerSchool parent account which you can access by using the following link...

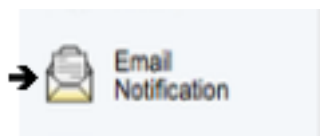
<https://archd.powerschool.com/public/>

2. *Scroll down to **account preferences***, (see the sample to the left on this sheet) click on that, and **check to see that the email listed is your correct email. If it is not or you want to change it, you may do so here.**



Remember to *click Save* when finished.

3. When finished, scroll on the left and *click on **Email Notifications*** This is where you can check, update and/or add additional email addresses to receive daily bulletins and balance alerts for your students. **You MUST make sure you have *school announcements* and *balance alerts* checked as well as *how often* marked as *daily*...this ensures that you receive the Daily Bulletins from PowerSchool with important information you need daily. Below is a sample of what it will look like. Remember to *click submit* on the bottom right. You can then sign out. If after you have completed this process and you continue to not receive emails/balance, call the office and we will assist you.**



What Information Would You Like to Receive?

| | |
|---|-------------------------------------|
| Summary of Current Grades and Attendance. | <input type="checkbox"/> |
| Detail Report Showing Assignment Scores for Each Class. | <input type="checkbox"/> |
| Detail Report of Attendance. | <input type="checkbox"/> |
| School Announcements. | <input checked="" type="checkbox"/> |
| Balance Alert (Note: will only be sent when student is low on funds). | <input checked="" type="checkbox"/> |

Frequency

| | |
|--|--------------------------|
| How Often? | Daily |
| Apply These Settings to All Your Students? | <input type="checkbox"/> |