



ICCSD PowerSchool E-Registration Parent Guide

Parents,

In order to provide a more flexible and cost effective approach to student registration, ICCSD requires an online enrollment process.

Please go to the Parent PowerSchool log in page: [https:// iccsd.powerschool.com/public/](https://iccsd.powerschool.com/public/)

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

PowerSchool

Student and Parent Sign In

Sign In Create Account

Select Language English

Username

Password

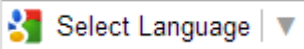
Forgot Username or Password?

Sign In

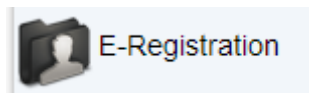
The PowerSchool Parent Portal screen will display. Each of students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen). Choose the first student by clicking on the student's name.



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 E-Registration:



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.

Parents will be taken through nine steps to complete the following updates:

- Student Demographics (Tab 1)
 - Student's – address, phone numbers, etc.
- Home Language Survey (Tab 2)
 - Language information required by the state to be gathered from every student.
- Guardian (Tab 3)
 - Parent – address, phones, employer, etc.
- Emergency Contacts (Tab 4)
 - Name, relationship, contact phones
- Health (Tab 5)
 - Medications and health concerns
- Permissions (Tab 6)
- Documents (Tab 7)
 - Click on "CONTINUE BUTTON (you do not need to complete anything here at this time)
- Fees (Tab 8)
 - Click on "CONTINUE BUTTON (you do not need to complete anything here at this time)
- Finish (Tab 9)
 - Make certain you see the e-Registration has been completed message

The screenshot shows the PowerSchool interface for e-Registration. The title bar reads "E-Registration: Haverkamp, Laurel (999454073)". The navigation tabs include Demographics, Language, Guardians, Emergency, Health, Forms, Fees, and Finish. A central message box states "E-Registration has been completed for Laurel". Below this is a "Note!" section explaining the process and providing instructions for starting the process for another child. At the bottom, a table lists the student's name and the completion date.

Student	Complete Date
✓ Haverkamp, Laurel	02/11/2015

Building Secretaries review every eRegistration and provide final approval for updates into PowerSchool.

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