

# Instructions for parents registering their students for Transportation

1. The first step is to get a PowerSchool parent account setup for your students. If you do not have a PowerSchool parent account already, you will need to email [psadmin@sd5.k12.mt.us](mailto:psadmin@sd5.k12.mt.us). If you have multiple children attending school, please be sure to list them all in your email. You will receive an email with your login and password. Bus registration cannot be completed if you are logging in to PowerSchool with your students account.

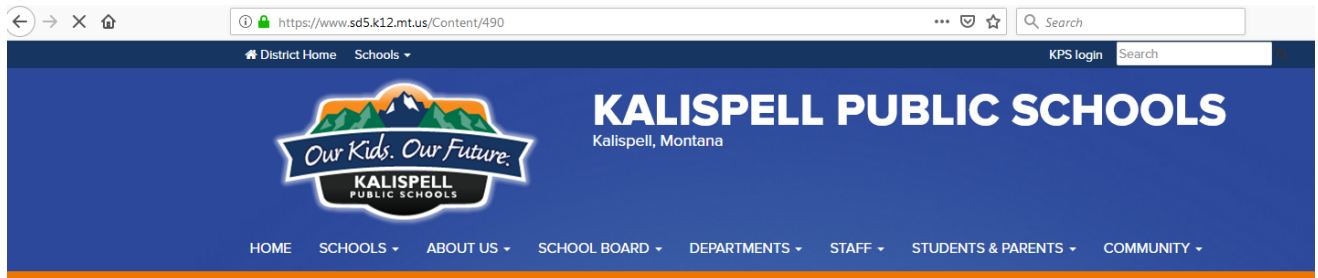
\*If your student attends Crossroads or requires specialized transportation as part of their IEP, please call our office. 406-751-3404. Registration for your student will be done on a different platform.

2. Next, log into your account. You need to do this using a web browser. You cannot register students for transportation using the PowerSchool app on your phone. You can use your phone but you need to enter PowerSchool from a web browser.

One way to get to the Parent Portal, is to first go to our district website, <https://www.sd5.k12.mt.us/>. Click Power School under Quick Links.

The screenshot shows the website's layout with a blue header and a white main content area. The navigation menu is located at the top, and the 'Quick Links' sidebar is on the right. The 'Power School' link is highlighted with a red box, indicating the next step in the registration process.

Select the Parent and Student Portal Log In.



### Power School

PowerTeacher - [Teacher Log In](#)

[Substitute Log In](#) - This login is for Substitute use only. If you are a substitute and have a question, please contact the school's front office.

[Parent & Student Portal Log In](#) Our district code is WZLK. Please download the app from either [Google Play](#) or the [App Store](#)

#### PowerSchool Parent Account Resources:

- [How to Create a New PowerSchool Parent Account](#)
- [How to Add a Student to an Existing Account](#)
- [How to Set up Email Notifications](#)

### IT RESOURCES

- [IT Home Page](#)
- [Collaboration Tools](#)
- [Power School](#)
- [How To Guides](#)
- [Network & Security](#)
- [Identifying Phishing Emails](#)
- [CISCO Phone System 6921](#)
- [CISCO Phone System 7942](#)
- [Google Apps for Education](#)

### Quick Links

- [Superintendent's Message](#)
- [District Directory](#)
- [Employment](#)
- [Substitute Opportunities](#)
- [KPS Employee Portal](#)
- [Employee Access Center](#)
- [Staff Intranet](#)
- [School Board Meeting Agenda/Packets](#)
- [Food Service Parent Portal](#)
- [District Events](#)
- [District Forms](#)
- [Power School](#)

3. Enter your Username and Password. Click Sign In.

PowerSchool SIS

## Student and Parent Sign In

[Sign In](#) [Create Account](#)

Username

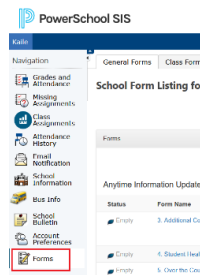
Password

[Forgot Username or Password?](#)

[Sign In](#)

4. Once logged in, select Forms on the left.

\*Please note if you have multiple students you will need to select each student individually. Students names are listed within the dark blue bar. Forms will not be an option if you have not selected a student.



- You will see School Bus Registration listed toward the bottom. Select School Bus Registration and fill out all the required fields.

Status	Form Name	Form Description	Category	Last Entry
Empty	<a href="#">4. Student Health Form Update</a>		Anytime Information Update	
Empty	<a href="#">5. Over the Counter Medication Consent</a>	This form shows you what we currently have in the system based on your previous response. If anything has changed, please update.	Anytime Information Update	
Empty	<a href="#">Updating Contact Information: Next Steps</a>		Anytime Information Update	
<b>School Bus Registration</b>				
Empty	<a href="#">School Bus Registration</a>	Please complete this form to register for transportation. You are required to register your student each year if your student needs bus transportation.	School Bus Registration	
Empty	<a href="#">School Bus Registration: Next Steps</a>		School Bus Registration	

- When done click Submit. Only click Submit once. Once the Transportation Office has processed your request, we will approve the form. If you go back to Forms, you should see that the Registration is Pending. Feel free to check back later to see if your form is Approved

- Once your student is registered, you can select Bus Info to see your students stop time and stop location after 1 to 2 business days. During the peak registration months of August and September, please allow a longer response time of approximately 1 to 2 weeks for these fields to be populated.

- School Bulletin
- Missing Assignments
- School Information
- Bus Info**
- Account Preferences
- Ecollect Forms