

## Accessing Ecollect Forms

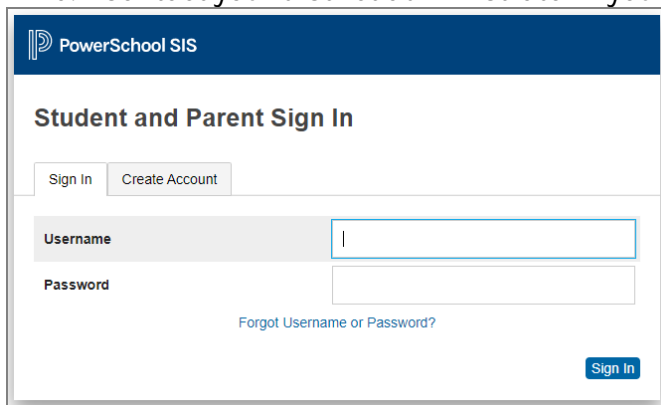
Ecollect Forms can be accessed through the Parent, Student, Teacher, and Admin Portals. Parents and Students can also access forms through the PowerSchool Mobile App. Below are instructions on how to access forms through the various portals and mobile app. Please select the appropriate portal below to be taken directly to the instructions on how to access forms:

- [Parent Portal](#)
  - [Accessing forms through the browser](#)
  - [Accessing forms through the PowerSchool Mobile App](#)
- [Student Portal](#)
  - [Accessing forms through the browser](#)
  - [Accessing forms through the PowerSchool Mobile App](#)
- [Teacher Portal](#)
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- [Admin Portal](#)
  - [Accessing student forms through the browser](#)
  - [Accessing staff forms through the browser](#)

### Parent Portal

#### **Accessing forms through the browser:**

1. Navigate to the Parent Portal login page.
2. Enter your Username and Password to log into your Parent Portal Account.
  - a. Contact your district administrator if you do not have a Parent Portal Account.



The screenshot shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these buttons 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.

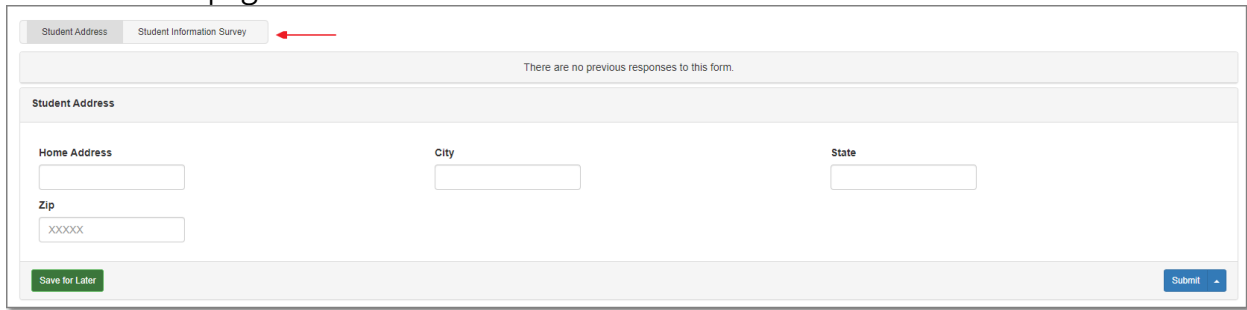
3. Select the Forms link from the left-hand Navigation bar.
4. State survey forms to be completed will appear on the 'General Forms' tab.
5. Click on the form title to open the form.



The screenshot shows the "School Form Listing for Aamold, Carrie BB" page. On the left is a navigation bar with various links, including "Forms" which is highlighted with a red box and labeled "Step 3". The main content area shows a "Step 4" tab for "General Forms". Below this, there are sections for "Information Update" and "Student Address" (labeled "Step 5"). There are also sections for "Student Information Survey" and "Legend". The legend includes categories like "Form Empty", "Form Approved / Populated", "Form Not Approved", and "Form Rejected".

6. Complete the necessary information and click 'Submit.'

7. Forms that have been sent to the student account will appear in the top navigation bar.
  - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Forms' page and click on the form title.



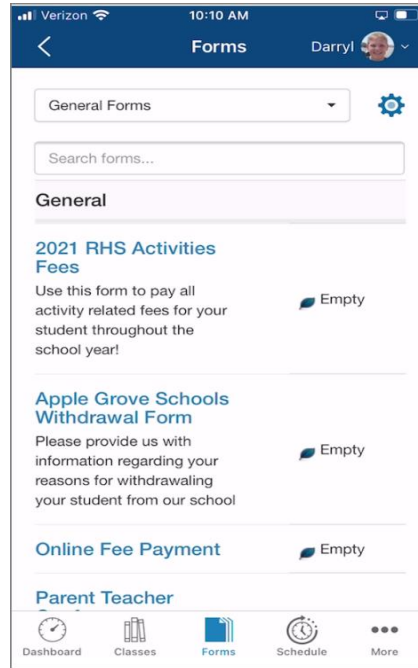
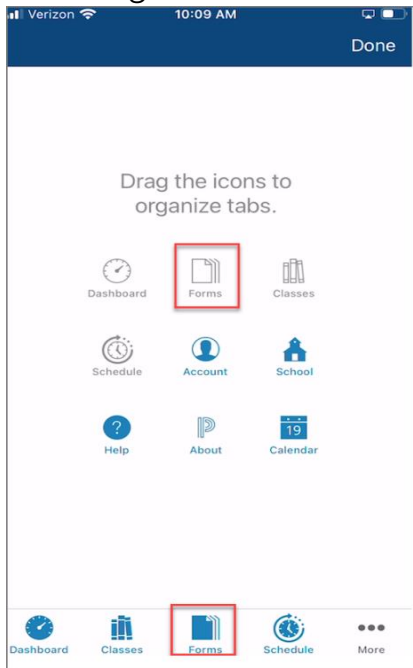
The screenshot shows a web browser interface. At the top, there are two tabs: 'Student Address' and 'Student Information Survey'. A red arrow points to the 'Student Information Survey' tab. Below the tabs, a message states 'There are no previous responses to this form.' The main content area is titled 'Student Address' and contains four input fields: 'Home Address', 'City', 'State', and 'Zip'. The 'Zip' field has 'XXXXX' as a placeholder. At the bottom left is a green 'Save for Later' button, and at the bottom right is a blue 'Submit' button.

8. Repeat steps 5-6 if any additional forms need to be completed.

### Accessing forms through the PowerSchool Mobile App:

\*\*Please make sure you are on the most recent version of the app prior to logging in.

1. Locate your 'District Code.'
  - a. The district code can be found in the bottom left corner of your Parent Portal.
  - b. Contact your district administrator if you cannot locate your District Code.
2. Navigate to the PowerSchool App on your mobile phone.
3. Enter your 'District Code' and click Submit.
4. Enter your Username and Password and log in to the mobile app.
5. From the Dashboard select 'More'
  - a. Helpful Tip: You can also click 'Edit' then drag the 'Forms' icon to the navigation bar to organize tabs.

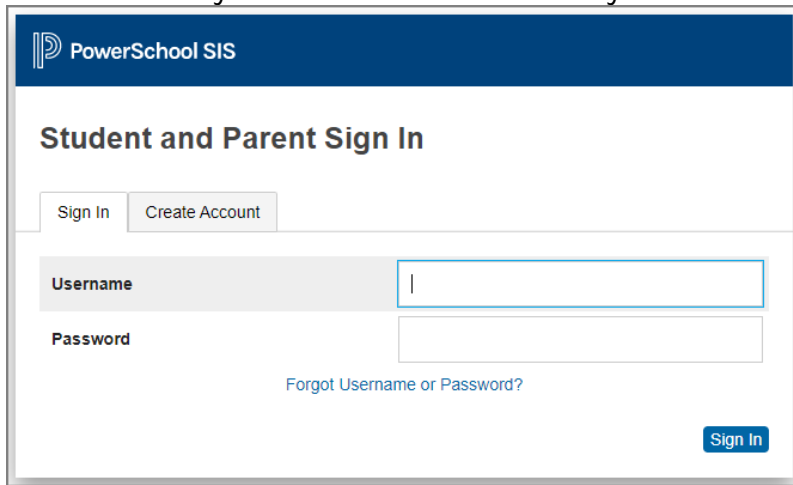


6. Click on 'Forms' to access forms that have been sent to the student account.
7. State Survey forms to be completed will appear on the 'General Forms' tab.
8. Click on the form title to open the form.
9. Complete the necessary information and click 'Submit.'
10. Repeat steps 8-9 if any additional forms need to be completed.

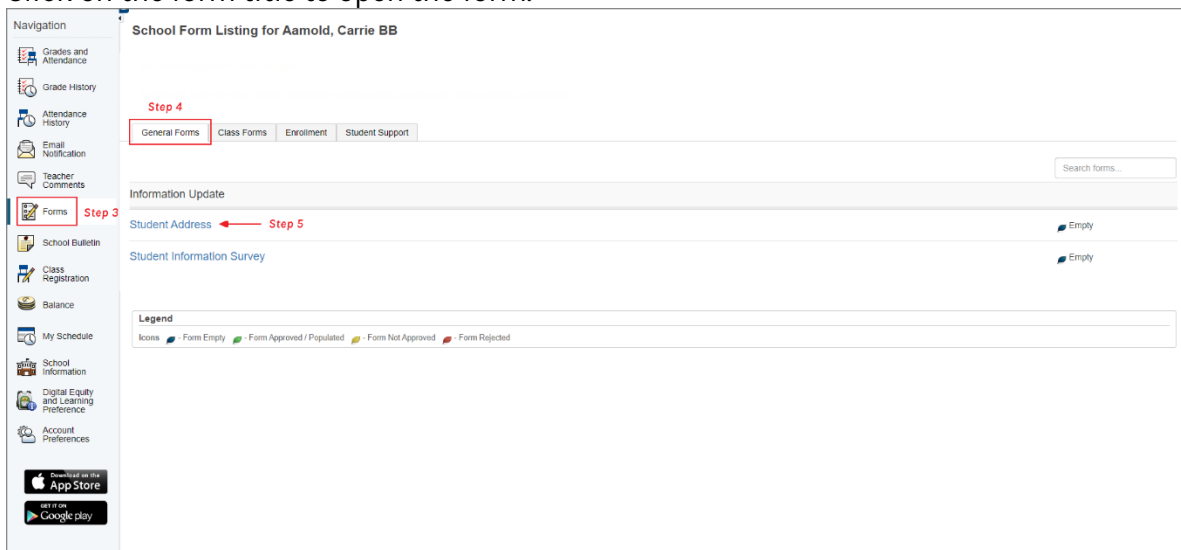
## Student Portal

### Accessing forms through the browser:

1. Navigate to the Student Portal login page.
2. Enter your Username and Password to login to your Student Portal Account.
  - a. Contact your district administrator if you do not have a Student Portal Account.



3. Select the 'Forms' link from the left-hand Navigation bar.
4. State survey forms to be completed will appear on the 'General Forms' tab.
5. Click on the form title to open the form.



6. Complete the necessary information and click 'Submit.'
7. Forms sent to the student account will appear in the top navigation bar.
  - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Forms' page and click on the form title.

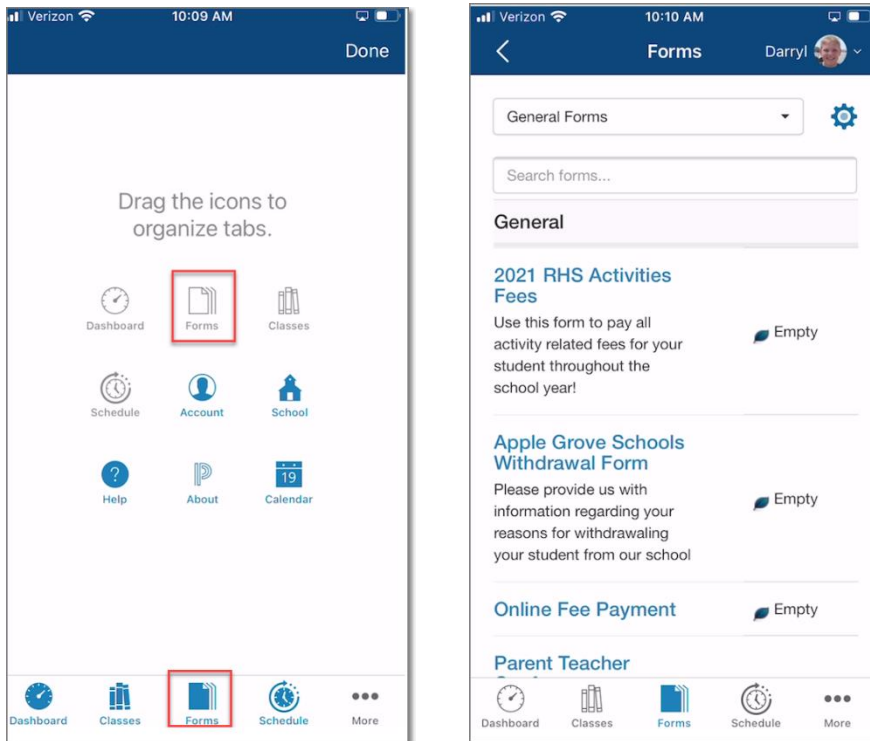


8. Repeat steps 5-6 if any additional forms need to be completed.

### Accessing forms through the PowerSchool Mobile App:

\*\*Please make sure you are on the most recent version of the app prior to logging in.

1. Locate your 'District Code.'
2. Navigate to the PowerSchool App on your mobile phone.
3. Enter your 'District Code' and click Submit.
4. Enter your Username and Password and login to the mobile app.
5. From the Dashboard select 'More.'
  - a. Helpful Tip: You can also click 'Edit' then drag the 'Forms' icon to the navigation bar to organize tabs.
6. Click on 'Forms' to access forms that have been sent to the student account.



7. State Survey forms to be completed will appear on the 'General Forms' tab.
8. Click on the form title to open the form.
9. Complete the necessary information and click 'Submit.'
10. Repeat steps 8-9 if any additional forms need to be completed.

## Teacher Portal

If permitted, teachers can access forms associated with a student enrolled in the teacher's class through the Teacher Portal.

### Accessing student forms through the browser:

1. Navigate to the Teacher Portal login page (Do NOT go through Teacher Portal Pro).
2. Enter your username and password to log into your Teacher Portal account.
  - a. Contact your district administrator if you do not have a Teacher Portal account.



3. Select the 'Student Information' card.

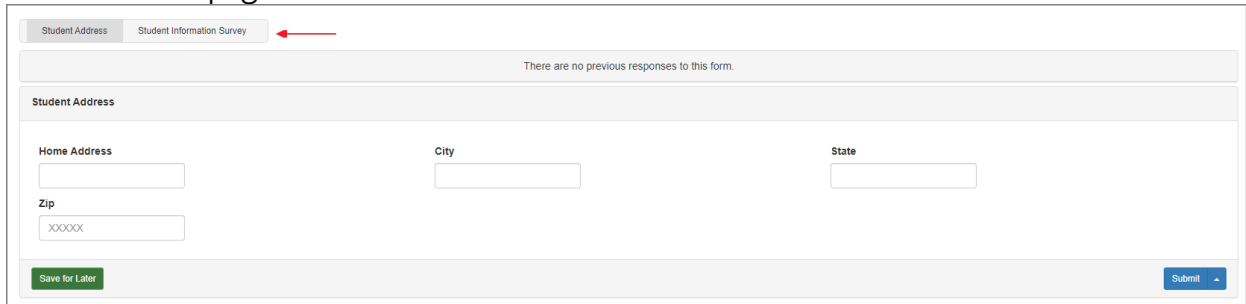
4. Select a student.
5. Select 'Student Forms' from the dropdown.

Exp	Trm	Crs-Sec	Course	Teacher	Room	Enroll
1(A-B)	S2	LAN1100-2	Spanish 2	Vital, Hector	135	011
2(A)	20-21	SOC1100-1	Geography	Smith, Gerald R	135	008
2(B)	S2	Ofmedia-4	Open Media	Accatino, Steve	141	011
3(A)	S2	HE12-4	Health 12	Maxedon, Johnathon	304	011
3(B)	20-21	ENG3000-1	AP American Lit and Comp	Bowie, Sheldon K	118	008
4(A)	S2	PE12-4	Phys Ed 12	Maxedon, Johnathon	LH23	011
4(B)	S2	THR1000-4	Beginning Acting	Leier, Joshua P	AUD	011

9. State survey forms to be completed will appear on the 'General Forms' tab.

6. Click on the form title to open the form.

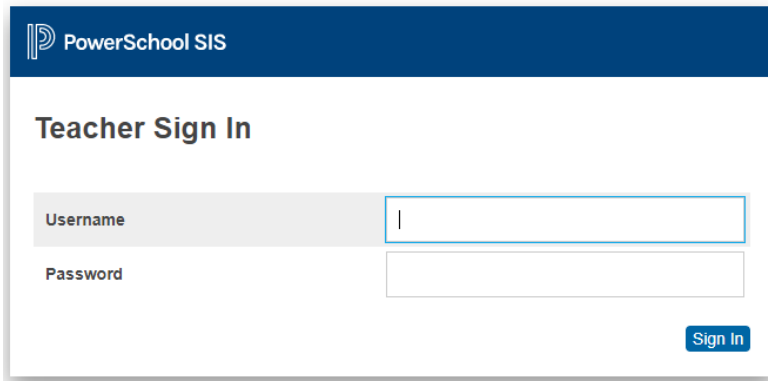
7. Complete the necessary information and click 'Submit.'
8. Forms shared to the student will appear in the top navigation bar.
  - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Forms' page and click on the form title.



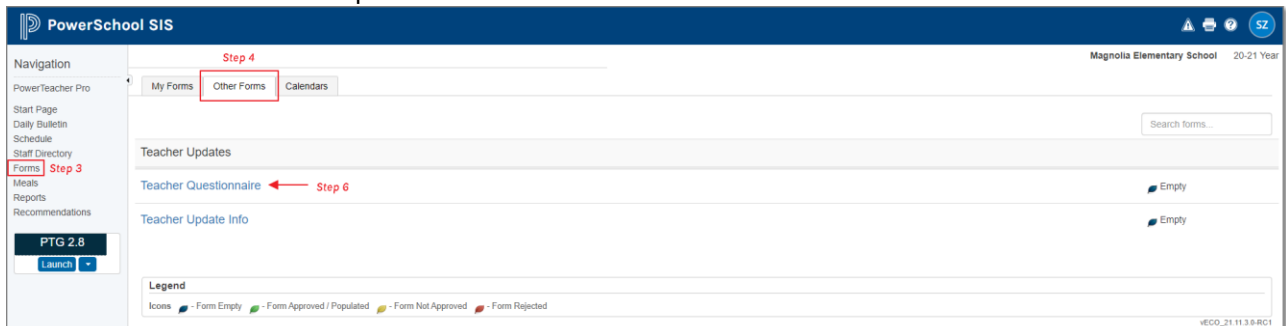
9. Repeat step 5-6 if any additional forms need to be completed.

### Accessing staff forms through the browser:

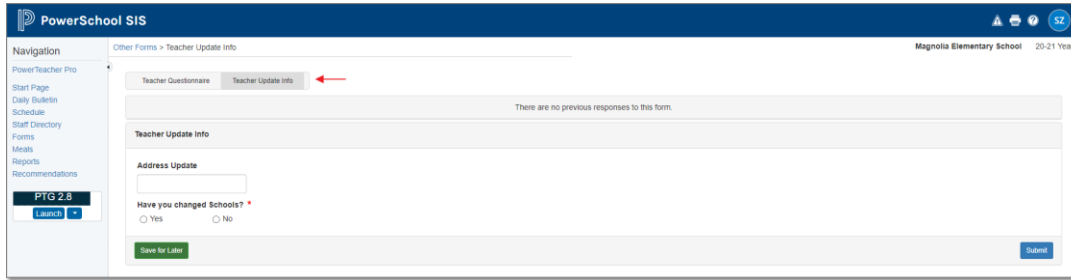
1. Navigate to the Teacher Portal login page (Do NOT go through Teacher Portal Pro).
2. Enter your username and password to log into your Teacher Portal account.
  - a. Contact your district administrator if you do not have a Teacher Portal account.



3. Select 'Forms' from the left Navigation bar.
  - a. Links may look different depending on your Student Information System.
4. Select 'Other Forms' tab.
5. State survey forms to be completed will appear on the 'Other Forms' tab.
6. Click on the form title to open the form.



7. Complete the necessary information and click 'Submit.'
8. Forms shared to the Teacher will appear in the top Navigation bar.
  - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Forms' page and click on the form title.

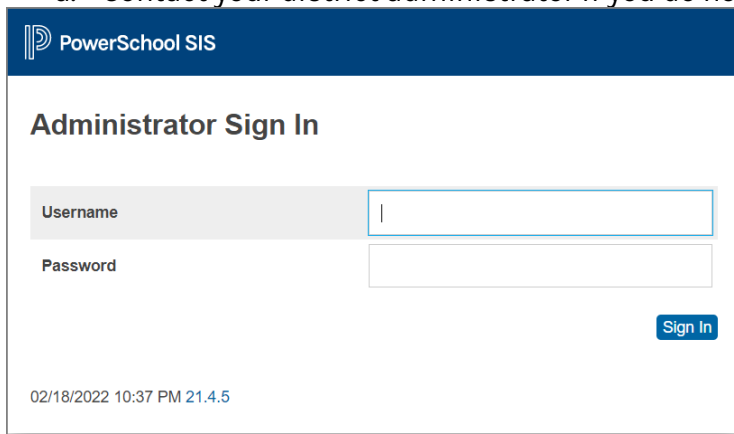


9. Repeat steps 6-7 if any additional forms need to be completed.

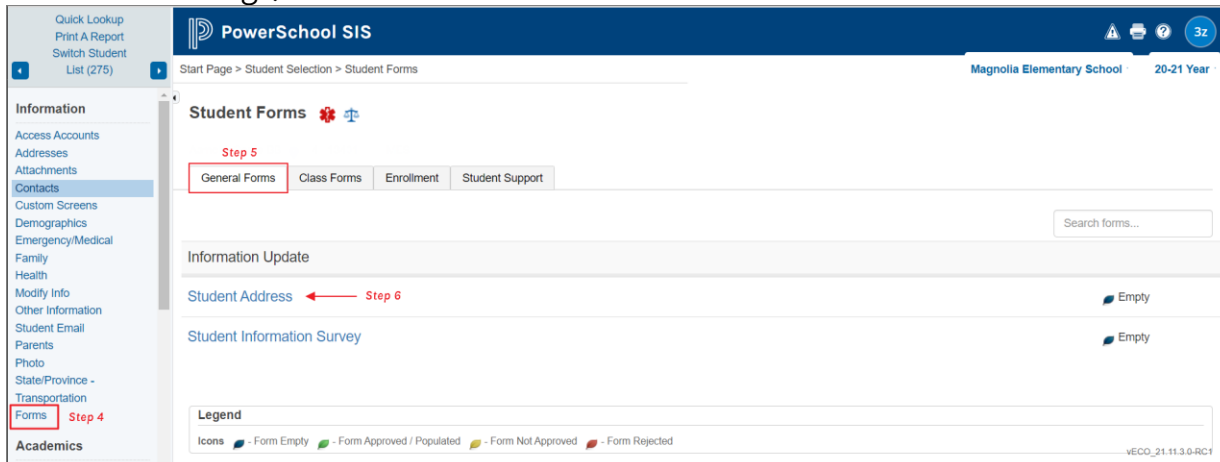
## Admin Portal

### Accessing student forms through the browser:

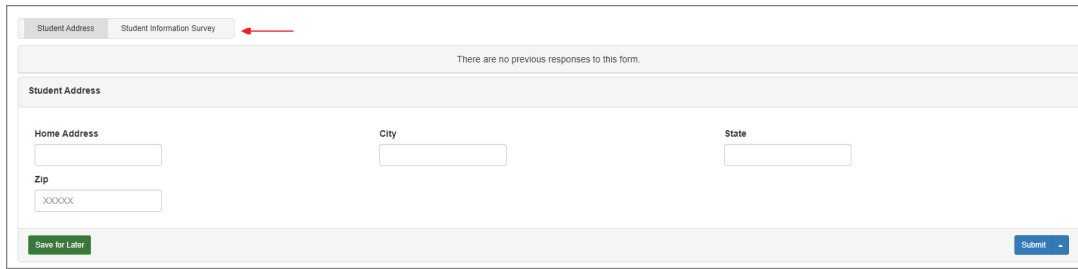
1. Navigate to the Admin Portal page.
2. Enter your username and password to login to your Admin Portal account.
  - a. Contact your district administrator if you do not have an Admin Portal account.



3. From the Start Page, select a student.



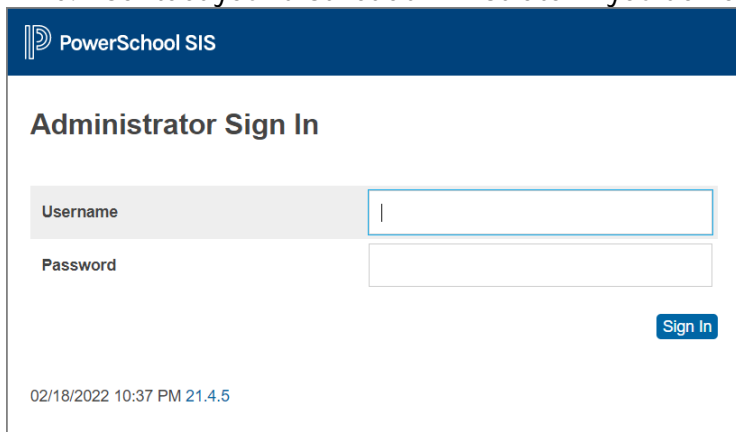
4. Select 'Forms' from the left Navigation bar.
  - a. Links may look different depending on your Student Information System.
5. State survey forms to be completed will appear on the 'General Forms' tab.
6. Click on the form title to open the form.
7. Complete the necessary information and click 'Submit.'
8. Forms shared to the student will appear in the top Navigation bar.
  - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Faculty Forms' page and click on the form title.



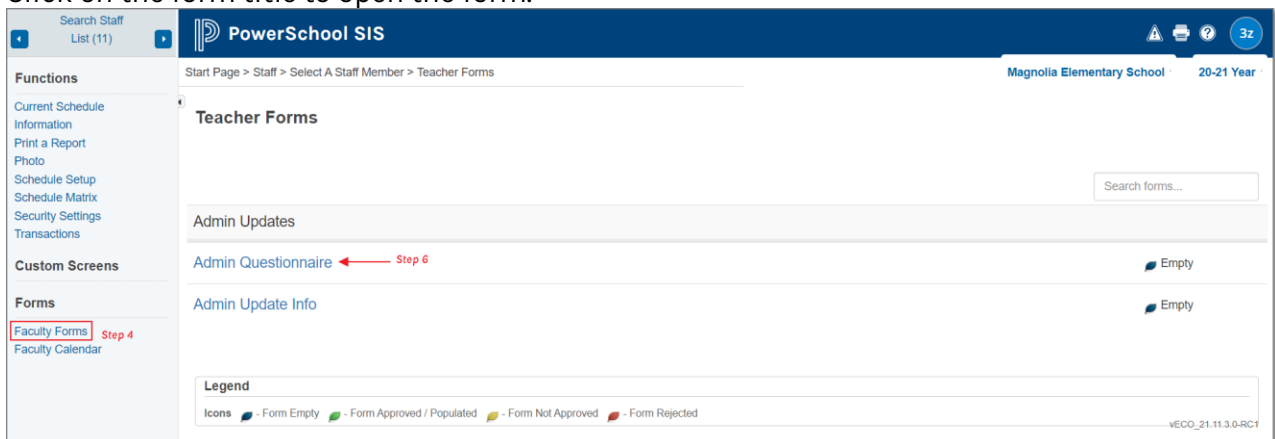
9. Repeat steps 6-7 if any additional forms need to be completed.

**Accessing staff forms through the browser:**

1. Navigate to the Admin Portal page.
2. Enter your username and password to login to your Admin Portal account.
  - a. Contact your district administrator if you do not have an Admin Portal account.

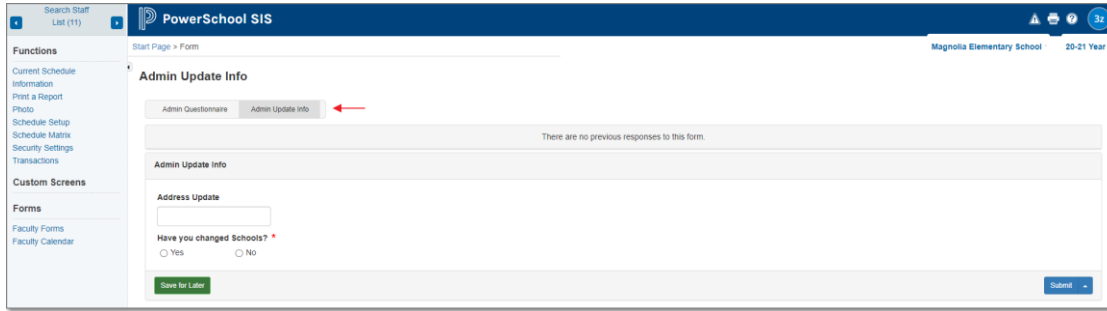


3. From the Start Page, navigate to your Staff Record.
4. Select 'Faculty Forms' from the left Navigation bar.
  - a. Links may look different depending on your Student Information System.
5. State Survey forms to be completed will appear here.
6. Click on the form title to open the form.



7. Complete the necessary information and click 'Submit.'
8. Forms shared to the admin will appear in the top Navigation bar.
  - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Faculty Forms' page and click on the form title.





The screenshot shows the PowerSchool SIS interface. The top navigation bar includes a search box for staff, the PowerSchool SIS logo, and user information for Magnolia Elementary School in the 20-21 year. A left sidebar lists various functions and forms. The main content area is titled 'Admin Update Info' and contains a form with the following elements:

- Two tabs: 'Admin Questionnaire' and 'Admin Update Info', with a red arrow pointing to the second tab.
- A message: 'There are no previous responses to this form.'
- A section titled 'Admin Update Info' containing:
  - An 'Address Update' field with a text input box.
  - A question: 'Have you changed Schools?' with radio buttons for 'Yes' and 'No'.
  - A 'Save for Later' button at the bottom left.
  - A 'Submit' button at the bottom right.

9. Repeat steps 6-7 if any additional forms need to be completed.