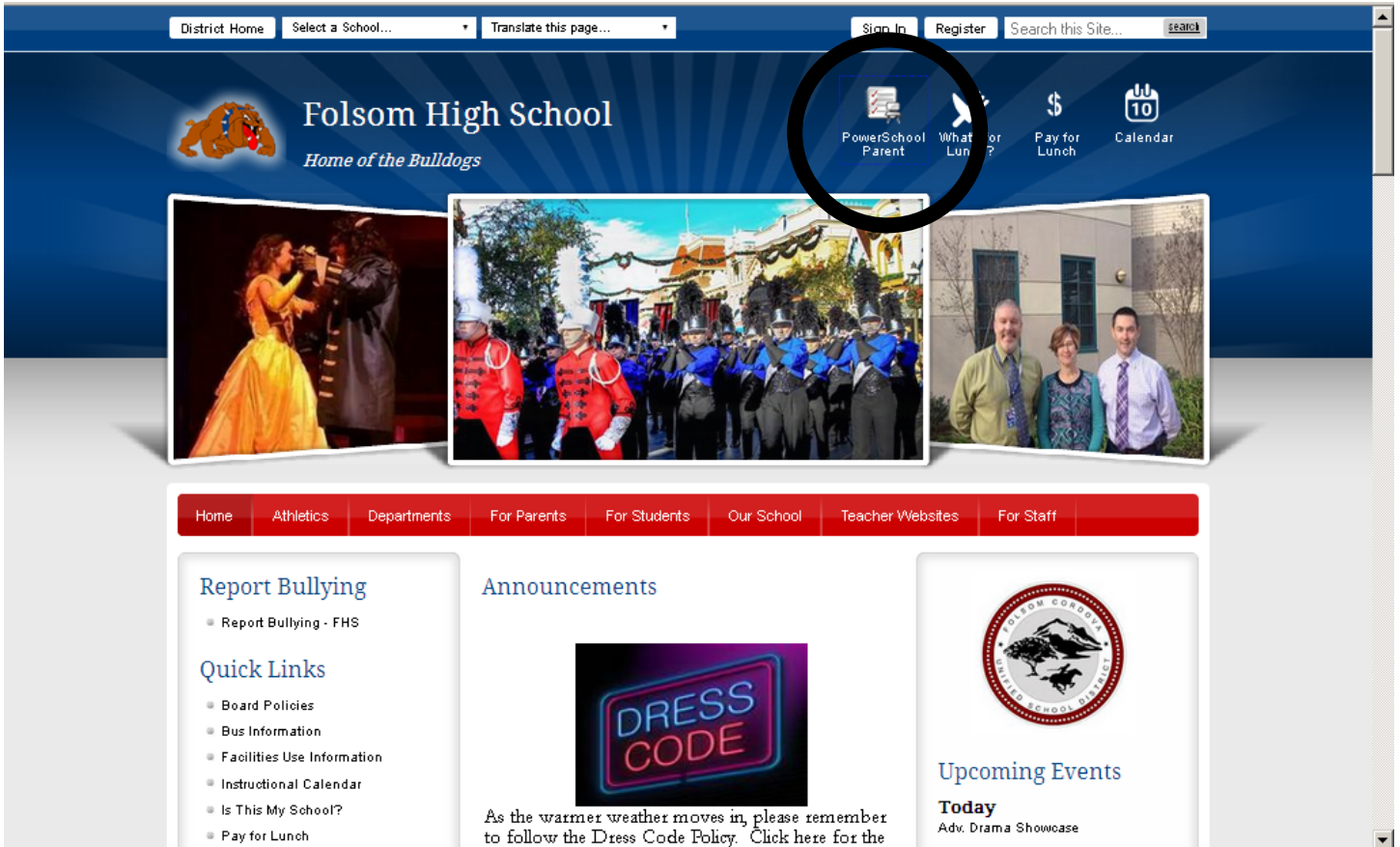
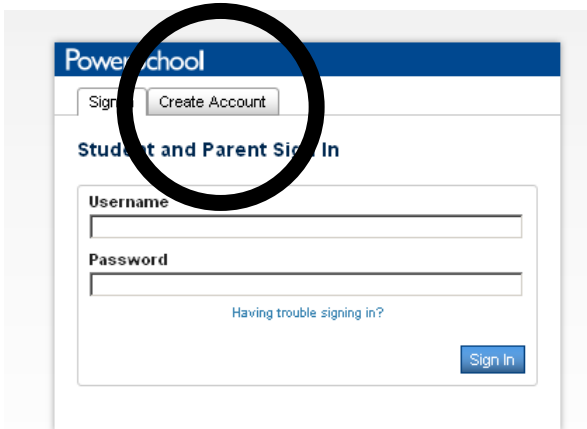


HOW TO SET UP A POWERSHOOL PARENT PORTAL ACCOUNT AND COMPLETE ENROLLMENT ON INFOSNAP

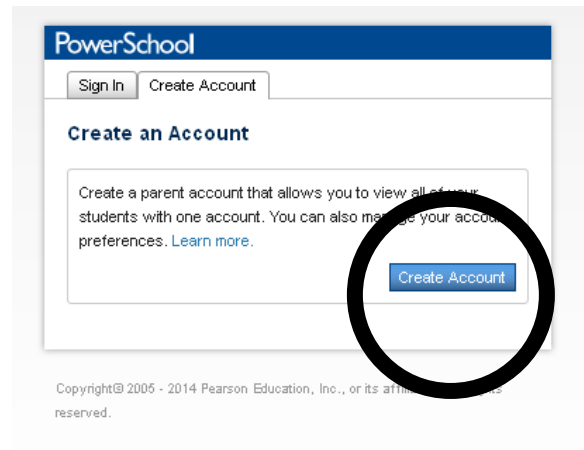
Click on the **POWERSCHOOL PARENT** icon



This is the next screen you will see, click on **CREATE ACCOUNT**



And then this screen will pop up, click on **CREATE ACCOUNT**



On this screen, you will create your PowerSchool Parent Portal Account. You will need the information provided on the PowerSchool Parent Portal Account Information letter

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:
•Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

Fill in this section with your information. Your user name must be unique. If the user name you select is already being used, you will be prompted to select a new user name.

In this section, you will be linking your student or students to your new account.

First enter your student's **NAME** **Access ID** and **Access Password** are located on the PS Parent Portal Account Information.

If you have no other students to add, then scroll down and hit enter. Your account will be set up and you will be able to log into **InfoSnap** to complete your student's enrollment.

If you have more than one student and would like to link them to your account, you will need the PS Parent Portal Account Information that is specific to that student.

PowerSchool

Jenna

Navigation

- Grades and Attendance
- Grades History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars
- School Information
- Account Preferences
- InfoSnap Online Registration
- District Code
- Download on the App Store
- Get it on Google play

Grades and Attendance: 5

Grades and Attendance

Exp	Last Week						
	M	T	W	H	F	S	S
ADV(A)							
1(A)							
2(A)							
3(A)							
4(A)							
5(A)							
6(A)							
7(A)							

Once you have accessed your PS Parent Portal Account, you will see a screen similar to this. Your student's name will appear in a tab at the top of the page. If you have more than one student linked to your account, there will be a number of tabs with each student's name listed.

To complete the Enrollment process, click on the **InfoSnap** icon where you will see your student's information populate for you to review and update. Once you click the submit button, the enrollment is now complete.