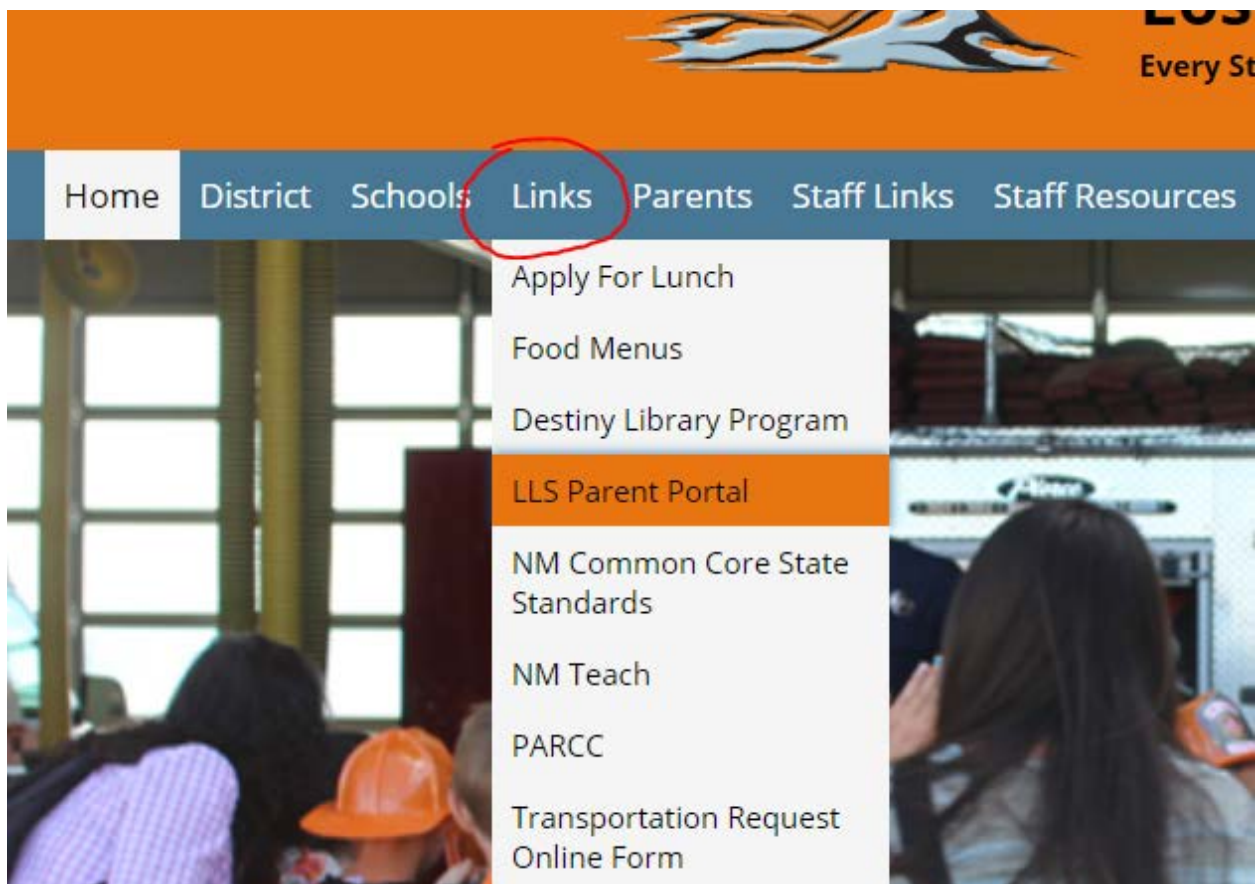


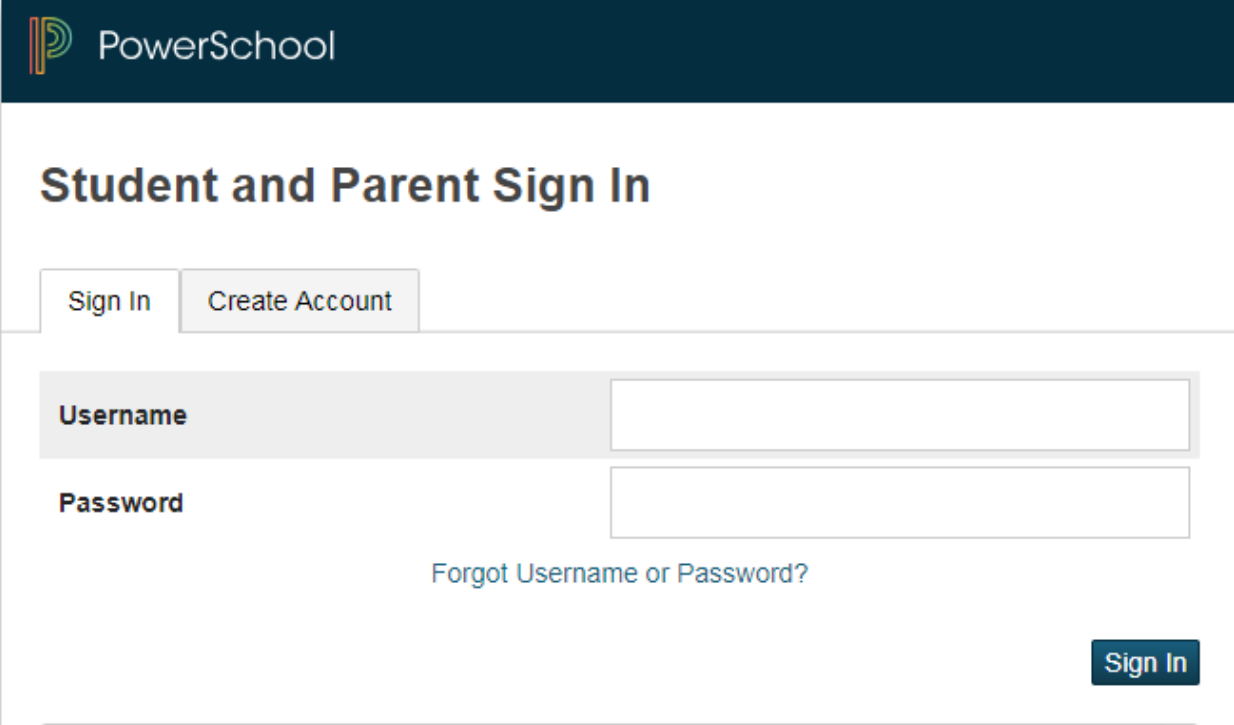


## How to update your information with Parent Portal via Year Round Update

**Step 1.** Go to [LLSchools.net](https://LLSchools.net) and click Links from the menu bar. From Links drop down click LLS Parent Portal.

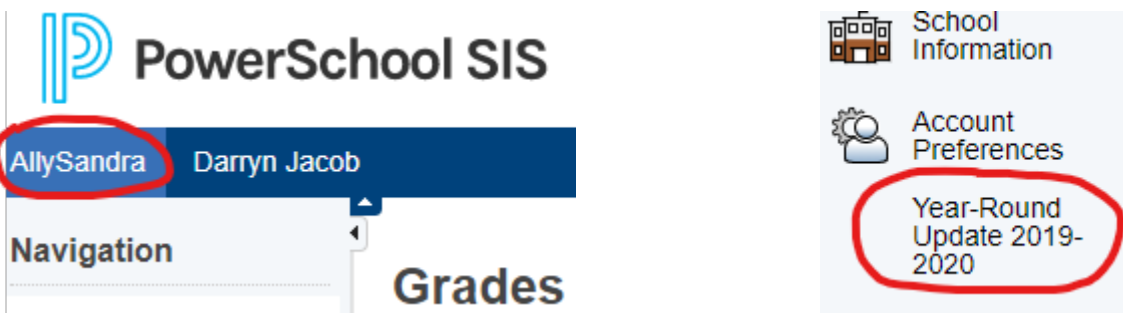


## Step 2. Sign into Parent Portal.



The image shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". The form contains two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". A "Sign In" button is located at the bottom right of the form.

## Step 3. Select which student you're updating and click on the 2019-2020 Year-Round Update Icon



The image shows the PowerSchool SIS navigation menu. The logo "PowerSchool SIS" is at the top left. Below it are two user names: "AllySandra" and "Darryn Jacob", with "AllySandra" circled in red. To the right is a "Navigation" menu with a "Grades" section. The "Year-Round Update 2019-2020" option is circled in red. Other options in the menu include "School Information" and "Account Preferences".

## Step 4. Parent edits any fields that need to be changed. (example)

Check here if you would like to modify this address

Note: ALL address changes will be reviewed by the school district and residency verification may be required.

Address required

525 Gurule St

City required

Los Lunas

State required

New Mexico

Zip required

Use this format xxxxx

87031

**Step 5.** Go to bottom of page if any changes have been completed press submit. Answer any required fields if in **Red**.

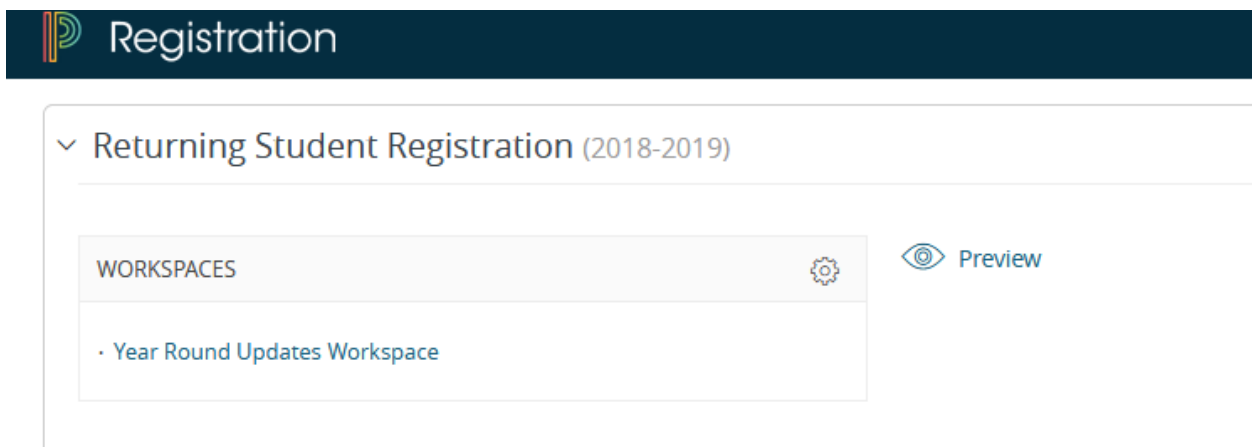
Submit

Cancel

**Step 6.** Parent contacts school if any Parent Contact or Address have been changed.

## For School Use only.

**Step 7.** Sign into PowerSchool Registration/InfoSnap and click Returning Student Registration, then Year Round Update Workspace.



The screenshot shows the 'Registration' header in a dark blue bar. Below it, a section titled 'Returning Student Registration (2018-2019)' is expanded. Inside this section, there is a 'WORKSPACES' area with a gear icon and a 'Preview' link with an eye icon. A single workspace, 'Year Round Updates Workspace', is listed below.

**Step 8.** Click on the Year Round Update Workspace Tab

### Manage Data for Returning Student Registration (2018-2019)

Dashboard

Roster Workspace   Submission Workspace   **Year Round Updates Workspace**

Select a... View: All Updates ▾

<input type="checkbox"/>	FirstName	LastName	ExternalStudentID	School
<input type="checkbox"/>	Darryn Jacob	Romero	18009	Los Lunas High School

## Step 9. You may review all updated detail.

The screenshot shows the 'Year Round Updates Workspace' interface. At the top, there are tabs for 'Roster Workspace', 'Submission Workspace', and 'Year Round Updates Workspace'. Below the tabs, there is a search bar and a 'View' dropdown menu set to 'All Updates Detail'. A 'Tasks' dropdown menu is also visible, showing '21 Found | Page 1 of 2'. The main area contains a table with columns: First Name, Last Name, Submitted, User Account Name, Field Name, Old Value, and New Value. A dropdown menu is open over the 'View' dropdown, showing options: 'All Updates', 'All Updates Detail', 'Additional Views', and 'Records Per Page' (with a sub-menu showing 'Show 20 | 50 | 100 per page').

## Step 10. In All Updates view, check box next to student and click Tasks drop down to deliver data.

The screenshot shows the 'Year Round Updates Workspace' interface. At the top, there are tabs for 'Roster Workspace', 'Submission Workspace', and 'Year Round Updates Workspace'. Below the tabs, there is a search bar and a 'View' dropdown menu set to 'All Updates'. A 'Tasks' dropdown menu is open, showing 'YRU Deliver Data'. The main area contains a table with columns: First Name, Last Name, External Student ID, School, Grade, Submitted, and Delivery History. The first row is checked, and the 'Tasks' dropdown menu is open over it, showing 'YRU Deliver Data' and a note: 'Note: Tasks shown here depend on the View you have selected.'

## Step 11. Once your student check box is marked click Selected only button.

The screenshot shows a dialog box titled 'Year Round Updates Deliver Data'. The text inside the dialog box reads: 'DELIVER DATA for selected records only (1). You will be able to review and approve records and their data before they are actually delivered.' At the bottom of the dialog box, there are two buttons: 'Selected Only' and 'Cancel'. The 'Selected Only' button is circled in red.

## Step 12. Click Create Delivery Batch button.

### Introduction

This wizard will guide you through the data delivery process. You may leave this

**You have selected 1 record(s) to deliver.**

Click the **Create Delivery Batch** button to begin the data delivery process. You  
patient, as the initial set up for this process may take a few minutes.

Create Delivery Batch

## Step 13. Click the Close button.

### Create Year Round Update Data Delivery Batch

Creating YRU data delivery batch.



Done processing records. Please check results below. Click the **Close** button to continue.

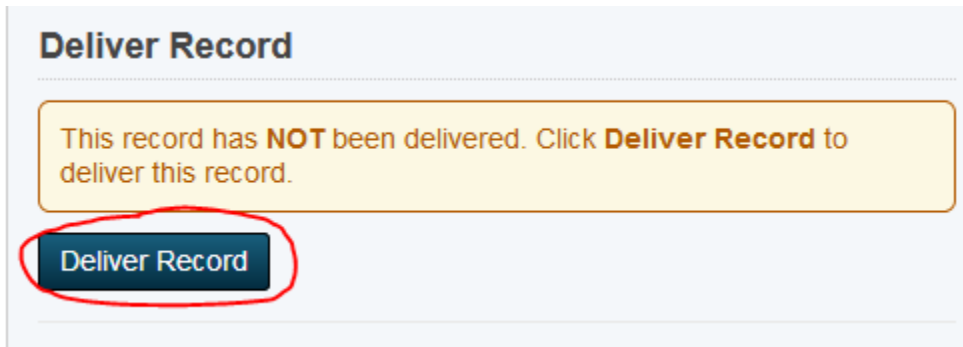
Records to Process: 1

Records Processed: 1

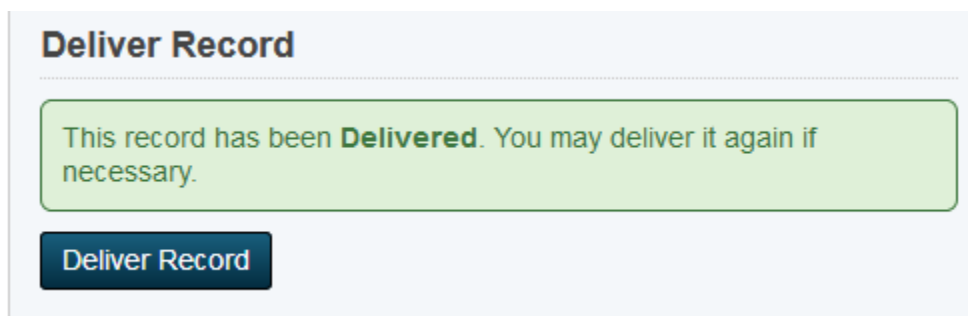
Records Skipped: 0

Close

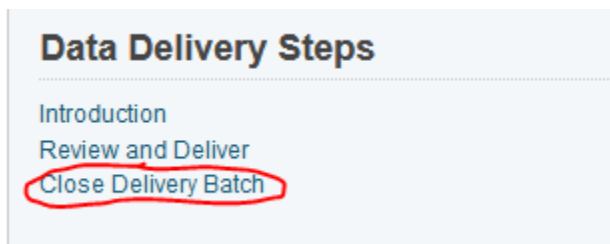
**Step 14.** Review data and click the Deliver Record button on the right side of screen.



**Step 15.** You will see a green box that it has been delivered. Go to next step.



**Step 16.** Once you have the green box scroll back up page to click the Close Delivery Batch



**Step 17.** A Close Delivery Batch window will appear click the Close Delivery

**Close Delivery Batch**

A summary of the current delivery batch is shown below. If there are still records now and deliver those records at a later time. If you are done working on this always create another delivery batch at any time.

- 1 record(s) have been **DELIVERED**.
- 0 record(s) have not been delivered.

**Close Delivery Batch**

Batch Button.

**Step 18.** Check that your delivery history is showing. And you are done!

Submitted	DeliveryHistory
11/07/2018	YRU API 
11/07/2018	YRU API 

**Check PowerSchool to see if updated!**