

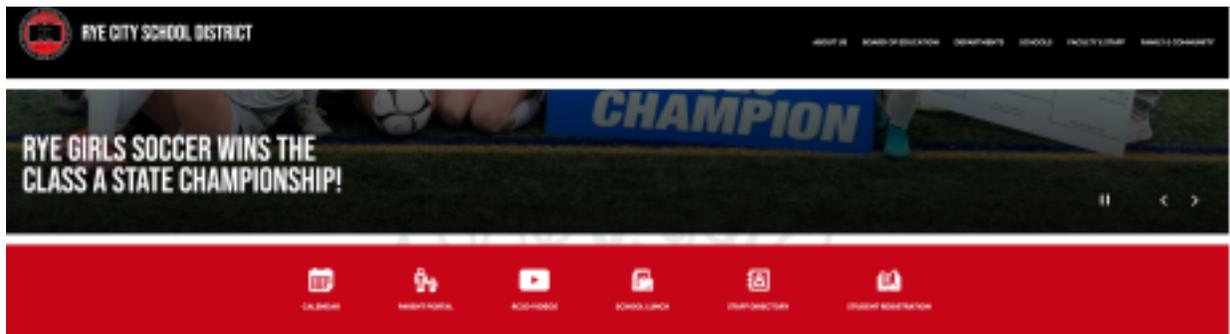
# Rye City School District New Student Registration Instructions for Parents/Guardians

## INTRODUCTION

In order to streamline the annual enrollment process, the District is using a new registration system called Enrollment Express. This platform integrates into PowerSchool, our current student management system. Enrollment forms will be shared with you via the PowerSchool Parent Portal rather than asking you to create a separate account (via InfoSnap) as was required in the past.

### **Step 1: ALL PARENTS MUST FILL OUT A PRE-REGISTRATION FORM- [this is step one of the registration process](#)**

Parents will need to fill out a short form that can be found on our website by clicking on the Student Registration icon in the red bar located towards the middle of the district homepage (ryeschools.org), then choose New Student Registration; or simply click on this link [here](#). You will need to fill out a form for **each student** you are registering. Any pre-registration forms that remain inactive after 45 days will be null and void from our system.



Please fill out the form with some basic information regarding your student. Be sure to select the correct school your student will be enrolling at and the correct school year. You will receive an email from PowerSchool once your pre-registration form has been approved (please allow 3-5 days for approval) and then you will be able to continue the registration process. Be sure to check your spam folder for this important email.

### **Step 2: Filling out Registration Forms**

Once the pre-registration form is approved you will receive an email from PowerSchool with instructions on how to access the registration forms. If you are new to the District you will first create a [PowerSchool Parent Portal](#) account. The email will contain an Access ID and Access password unique to your student. **Be sure to check your spam folder.**

If you already have students enrolled in the District, you already have a Parent Portal account. You can add your new student to your account using the Access ID and Access Password.

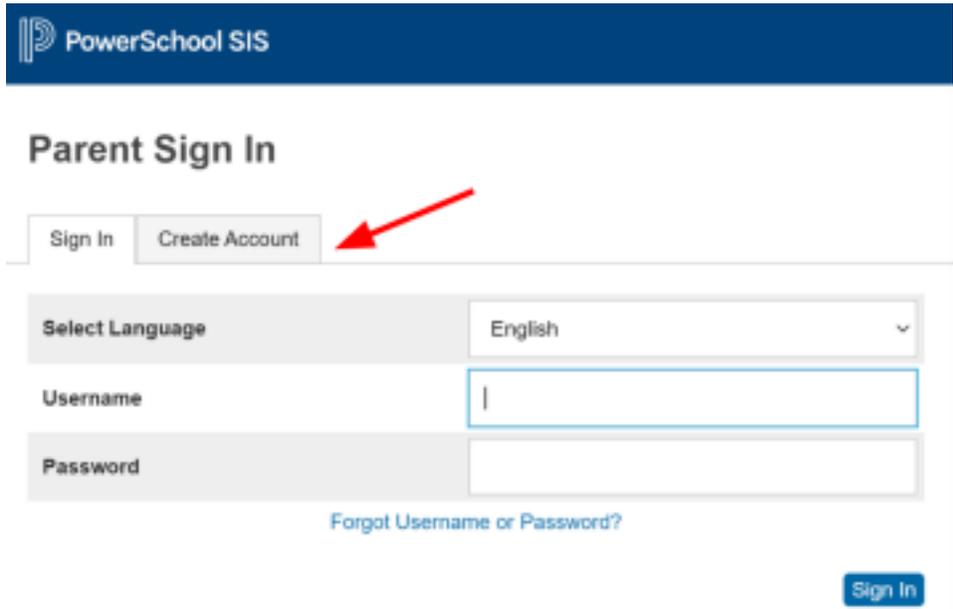
PLEASE SEE NEXT PAGE FOR INSTRUCTIONS FOR PARENTS NEW TO RCSD

PLEASE SEE PAGE 5 FOR INSTRUCTIONS FOR PARENTS WITH STUDENTS ALREADY ENROLLED IN RCSD

# FOR PARENTS NEW TO RCSD

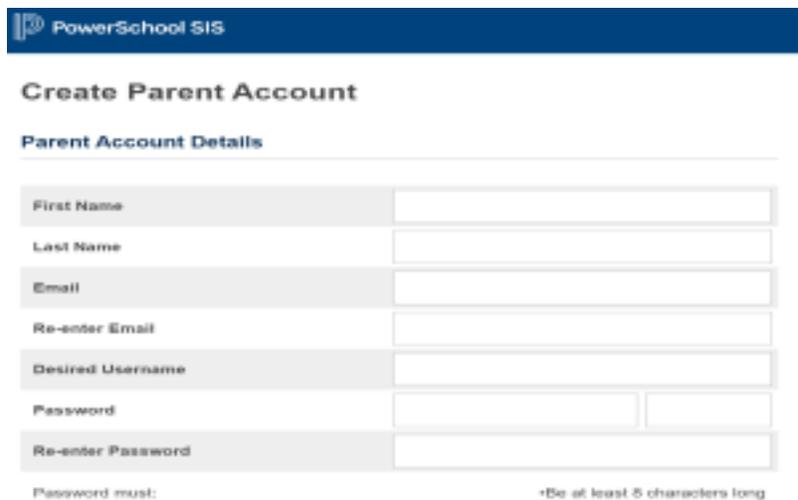
You will need to create a Parent Portal account and link your student(s) to the account using the Access ID and Access Password. These can be found in the email that was sent from PowerSchool once the pre-registration was approved. Be sure to check your spam folder for this important email.

Go to <https://rcsd.powerschool.com/public/home.html> and click the Create Account tab.



The screenshot shows the PowerSchool SIS interface. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is the title "Parent Sign In". There are two tabs: "Sign In" and "Create Account". A red arrow points to the "Create Account" tab. Below the tabs are three input fields: "Select Language" (a dropdown menu set to "English"), "Username" (a text input field with a cursor), and "Password" (a text input field). Below the password field is a link that says "Forgot Username or Password?". At the bottom right is a blue "Sign In" button.

Fill out the required information



The screenshot shows the PowerSchool SIS interface for creating a parent account. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is the title "Create Parent Account". Underneath is the section "Parent Account Details". There are seven input fields: "First Name", "Last Name", "Email", "Re-enter Email", "Desired Username", "Password", and "Re-enter Password". The "Password" field is split into two parts. At the bottom left, it says "Password must:" and at the bottom right, it says "\*Be at least 5 characters long".

Scroll down and enter the Access ID and Access Password found in the email for each student.

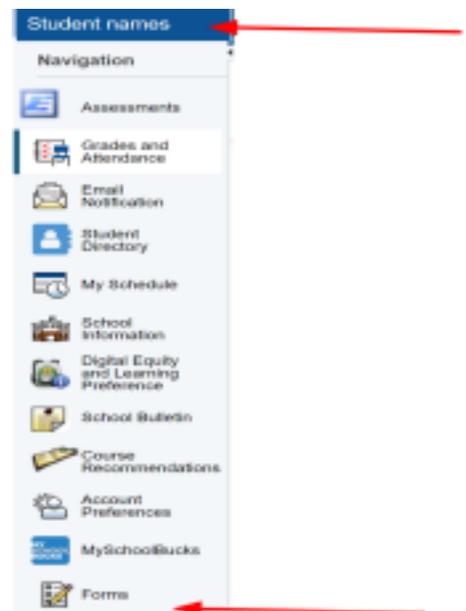
## Link Students to Account

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

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Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

Once you are logged in, please click on your student's name at the top and then click "FORMS" on the left side



At the top of the page you will see where you can configure notifications for registration forms. Click on "Preferences" and choose "**YES**" to receive notifications pertaining to the status of your forms, enter your email address and, and click "Save."

To start the process, click on the first form, “[Rye City SD] A- Student Demographics” under “Rye City New Student Registration”

You will need to complete each form listed under New Student Registration.

**After you complete each form you will see a progress icon next to each form to indicate the status.**

You will receive an email regarding your forms once registration has been approved or if additional information is required. If you have any questions, please contact Wendy Wels at [wels.wendy@ryeschools.org](mailto:wels.wendy@ryeschools.org) or [rscsd.registration@ryeschools.org](mailto:rscsd.registration@ryeschools.org) or call 914-967-6100 Ext. 1113.

## FOR RCSD Parents with Students Already Enrolled in the District

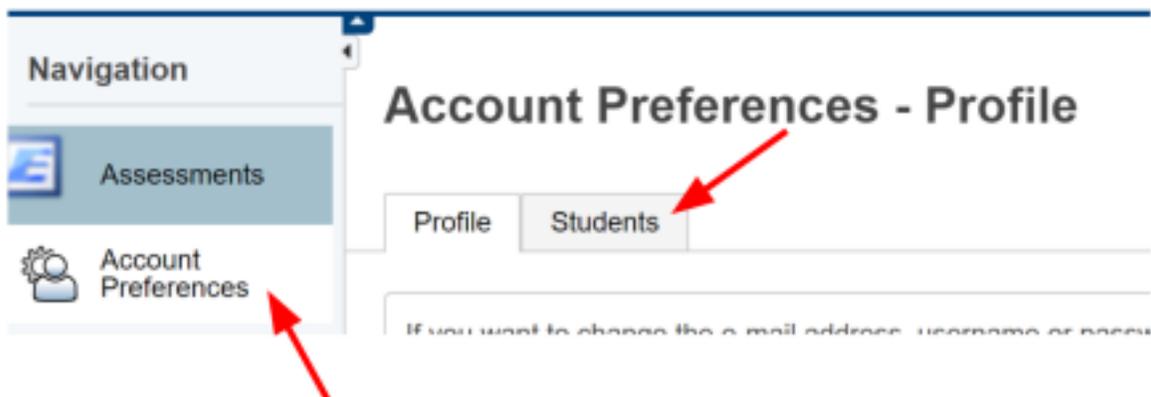
In order to add your new students to your existing Parent Portal account, you will first need to log in. Then, you will be able to add your new students using the Access ID and Password contained in the email from PowerSchool that was sent after your pre-registration was approved. Be sure to check your spam folder for this important email.

Go to <https://rcsd.powerschool.com/public/> and sign in.

**IF YOU DO NOT REMEMBER YOUR PASSWORD OR USERNAME, PLEASE DO NOT CREATE ANOTHER PORTAL ACCOUNT. YOUR EXISTING ACCOUNT IS UNIQUELY TIED TO YOUR STUDENTS.**

- If you have forgotten your username or password you can click Forgot Username or Password.
- Be sure to enter the correct email address you associated with the account, and you should receive a link to reset in your email.
- If you need to change the associated email or need assistance, please contact [LaBella.Meghan@ryeschools.org](mailto:LaBella.Meghan@ryeschools.org)

Once you are signed in, go to the “Account Preferences” icon on the left, and then click the “Students” tab



Click the “Add” button on the upper right. You will be prompted to add the Access ID and Access Password which you can find in the pre-registration approval email. Click OK to add your student.

**Add Student**

**Student Access Information**

Student Name

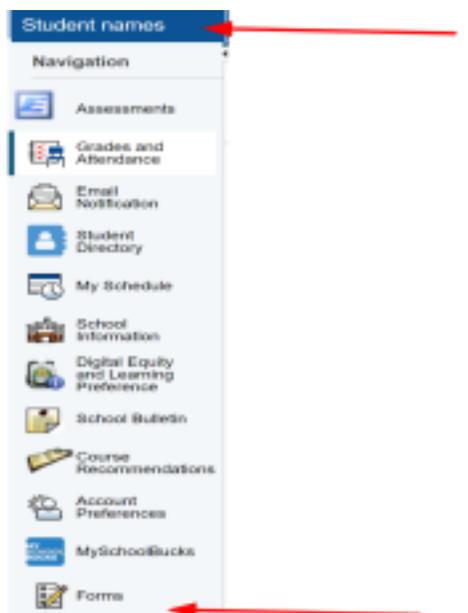
Access ID

Access Password

Relationship -- Choose ▾

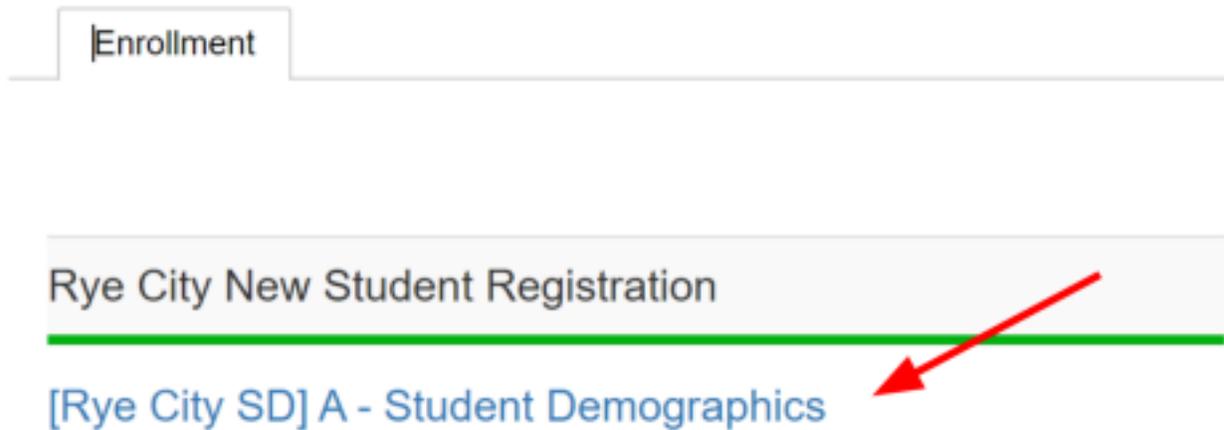
Cancel OK

After you add your student's information, click on the tab at the top of the page with your student's name, then "Forms" on the left side



At the top you will see where you can configure notifications for registration forms. Click on "Preferences" and choose "**YES**" to receive notifications pertaining to the status of your forms, enter your email address and, and click "Save."

To start the forms, click on the first form, “[Rye City SD] A- Student Demographics,” under “Rye City New Student Registration”



You will need to complete each form listed under Rye City New Student Registration.

**After you complete each form you will see a progress icon next to each form to indicate the status.**

#### Legend

Icons  - Form Empty  - Form Approved / Populated  - Form Not Approved  - Form Rejected

**\*Forms can also be accessed via the PowerSchool Mobile App. Please make sure you are on the latest version of the mobile app.**

**Click on the More menu, then Forms, then click on the name of your student to view the available forms for your student.**

You will receive an email regarding your forms once registration is approved or if additional information is required. If you have any questions, please contact Wendy Wels at [wels.wendy@ryeschools.org](mailto:wels.wendy@ryeschools.org) or [rcsd.registration@ryeschools.org](mailto:rcsd.registration@ryeschools.org) or call 914-967-6100 Ext. 1113.