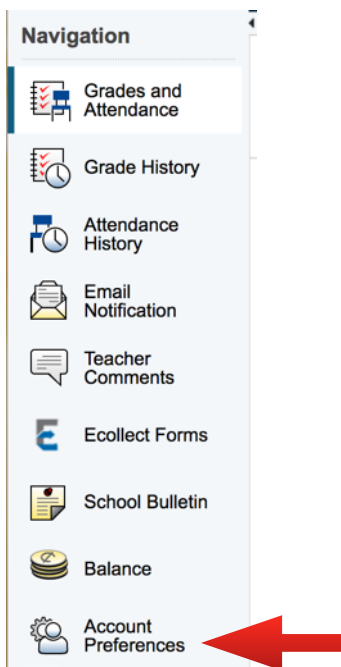


Registration instructions for families who have students already attending Delaware City Schools and have an existing PowerSchool Account

A screenshot of the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs is a "Select Language" dropdown menu set to "English". Underneath are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

Sign in to PowerSchool using your username and password for an existing DCS student.

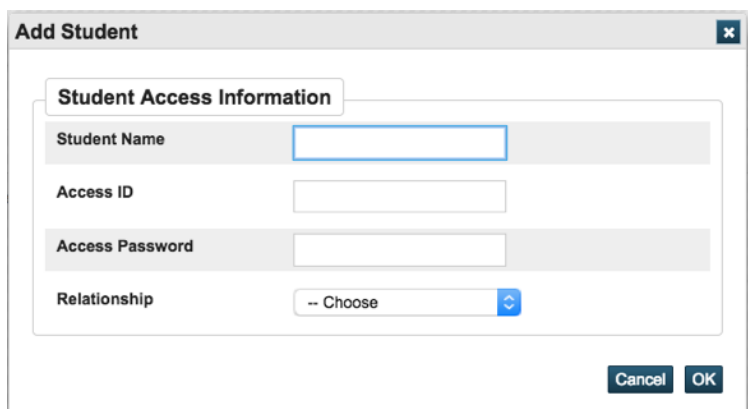


Select “**Account Preferences**” in the navigation column along the left side of the screen.

Account Preferences - Students



Select the “**Students**” tab and then click on the “**Add**” button.

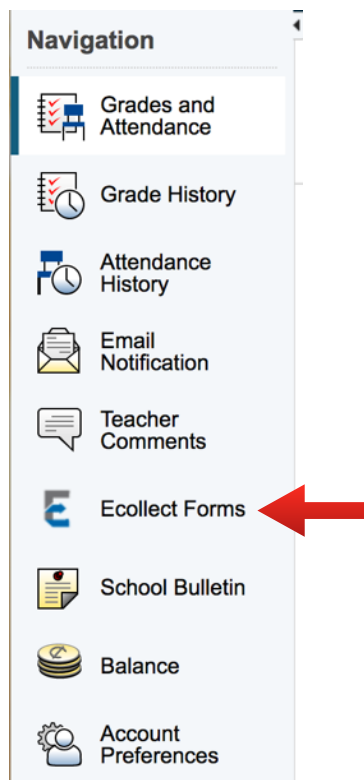


The image shows a dialog box titled "Add Student" with a close button in the top right corner. Inside the dialog, there is a section titled "Student Access Information" containing four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu currently showing "-- Choose". At the bottom right of the dialog are "Cancel" and "OK" buttons.

Add your new student utilizing the Student Name, Access ID and Access Password provided in the registration email.



Select your new students name in black bar below the PowerSchool Logo



Select “**Ecollect Forms**” from the navigation bar on the left side of the screen and begin entering your student’s information.