



## School District of Onalaska Back-to-School Registration 2024-2025

To the Parent(s)/Guardian(s) of returning students,

The 2024-2025 back-to-school registration form is now available online!

### **How do I get started?**

Visit <https://ona.powerschool.com> and sign into your Parent Portal account. Click the **Returning Student Registration** icon at the bottom of the left navigation menu. If you have a Parent Portal account and are unable to log in, please use the "Forgot Username or Password?" link to reset your information. If you don't receive the email, please check your Spam or Junk folder.

### **I don't have a Parent Portal account. How do I create one?**

If you've never used PowerSchool Parent Portal, navigate to <https://ona.powerschool.com> and click "Create Account". Enter your name, email, and desired username/password. Under "Link Students to Account," enter your student's first name, their confidential access ID, and their access password. You will receive a separate access ID and password for each child.

### **I've completed the form, now what?**

Once you have finished entering your information, click "Submit" to send it to the school. If you cannot click this button, make sure that you have answered all REQUIRED questions. The form can only be submitted once per student per school year from one account.

### **What if I have more than one student in the district? Do I need to do this for each child?**

Yes, because you'll need to provide information that is specific to each child. You will complete and submit the first form and then go back into Parent Portal, select the next child, and click Returning Student Registration again to start another. This will allow you to copy selected information to all other students in your family.

### **I'm not sure how to answer a question. I don't know what the question is asking. I need help.**

Please contact your child's school to ask any general questions.

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### **Tips & Tricks**

- The form can only be accessed through the PowerSchool Parent Portal website and isn't available on the mobile app. If using a cell phone, open a web browser and navigate to <https://ona.powerschool.com>.
- Access IDs, access passwords, and parent login passwords are case-sensitive.
- Usernames should not contain symbols (for example, the "@" symbol in an email address may cause an error).
- The "extra characters" that get added to a password when logging in are data encryption. This is a security measure most websites use to keep passwords protected. Your password hasn't been changed.
- If completing the form for more than one student, remember to close the completed registration window, navigate back to Parent Portal, click the next student's name, and select the Returning Student Registration link.