

# West Branch Schools - Parent Users Guide 2017-18

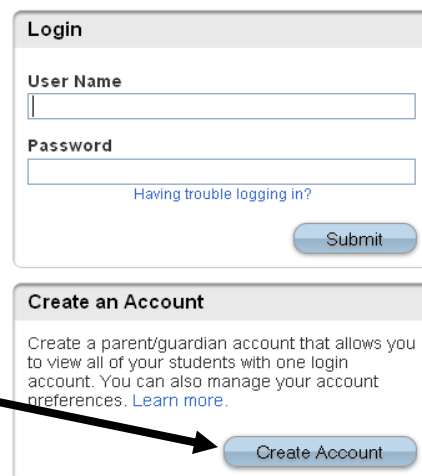
Parents/Guardians,

In order to provide a more flexible and cost effective approach to student registration, West Branch Community Schools uses an online enrollment process. **Questions about this process should be directed to Laura Góngora at the Central Office by calling (319) 643-7213 or email [lgongora@west-branch.k12.ia.us](mailto:lgongora@west-branch.k12.ia.us)**

***If you already have a PowerSchool user name and password, please skip to “You are a current PowerSchool user.”***

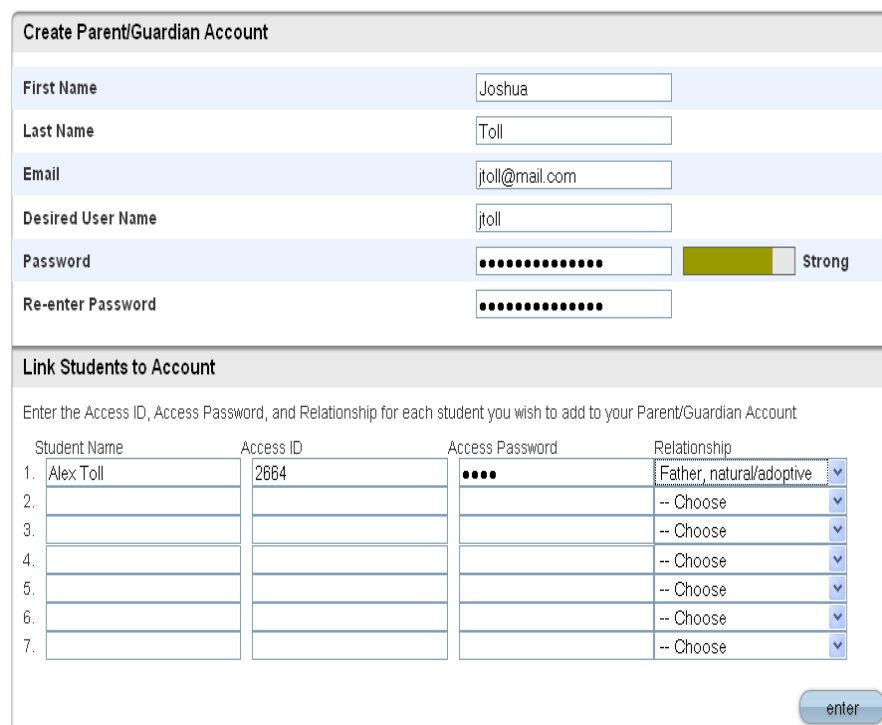
## You have never logged in to PowerSchool:

You will need to go to the PowerSchool login page: Click onto the PowerSchool link on our website: [www.west-branch.k12.ia.us](http://www.west-branch.k12.ia.us). You will see the following screen:



1. Click the Create Account button

2. The screen below will appear



student

This is where you will setup access to ALL your students.

- Enter an E-Mail address – Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (No apostrophe's)
- Password (No apostrophe's and it must be at least six characters)
- Enter the Name of each Student you wish to associate with.
- Enter the Access ID and Access Password for each student\*\*
- Select the relationship you are to the

**\*\*Access ID's and Access Passwords have been mailed to families. If you do not have yours, please contact Laura Góngora.**

**NOTE:** Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in it's entirety before the record is created.

3. Click Enter when you have completed this link to all of your students.

4. Assuming you are successful, you will receive this message.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

#### Login

User Name

Password

[Having trouble logging in?](#)

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.



After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.

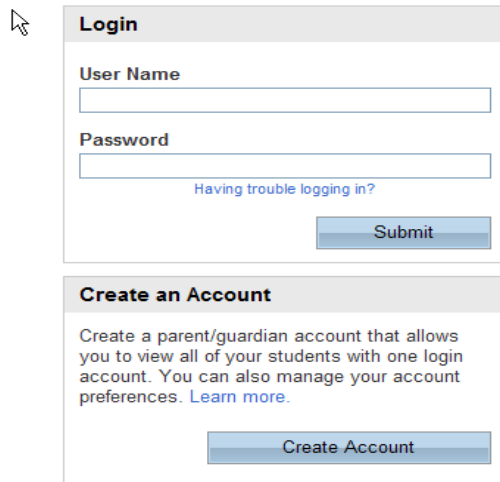
- Continue to "**Registering Your Student(s)**"

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## You are a current PowerSchool User:

Please go to the Parent PowerSchool log in page <https://ps-westbranch.gwaea.org/public/> (or can be accessed via our school website: [www.west-branch.k12.ia.us](http://www.west-branch.k12.ia.us))

In the Login box enter your **User Name** and **Password**, click **Submit**.



**Forgot your Login information?** No problem. Don't use "Having trouble logging in?" Contact Laura Góngora at the Central Office for assistance. (319) 643-7213 [lgongora@west-branch.k12.ia.us](mailto:lgongora@west-branch.k12.ia.us)

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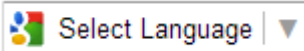
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## Registering Your Student(s):

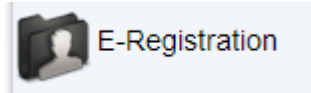
The PowerSchool Parent Portal screen will display. Each of students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen). Choose the first student by clicking on the student's name.



Parents have the opportunity to change the language E-Registration is presented by clicking on the



option in the upper right portion of the screen.



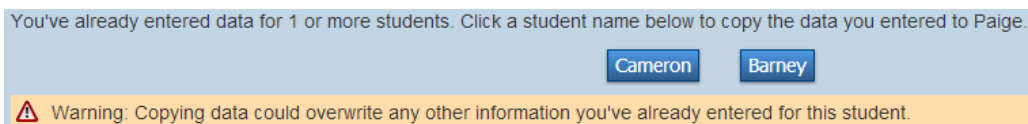
In the left menu, scroll down and click E-Registration:

The E-Registration process begins with the Demographics tab. The screen is presented with data that is currently on file in the center of the screen. Updates or new entries may be completed in the right column of the screen. **Please ONLY enter updates/changes.**

Parents will be taken through nine steps to complete the following updates:

- Student Demographics (screen 1)
  - Student's – address, phone numbers, etc.
- Home Language Survey (screen 2)
  - Language information required by the state to be gathered from every student.
- Guardian (screen 3)
  - Parent – address, phones, employer, etc.
- Emergency Contacts (screen 4)
  - Name, relationship, contact phones
- Health (screen 5)
  - Medications and health concerns
- Permissions, (screen 6)
  - Parents grant or deny permission for their student school activities
- Fees (screen 7)
  - Fees: School fees or lunch accounts are electronically paid here
- Forms (screen 8)
  - Other Forms: Access to district specific forms. Examples include: Athletic physical, classroom volunteer, Booster club membership, etc.,
- Finish (screen 9)

After completing one student, parents have the opportunity to copy address and phone data to another student. The following message will be presented on the demographics, parent/guardian and emergency contact screen:



This means while on the Demographics screen for Paige, click on the other students name (Cameron), addresses, phone numbers, etc. are copied to the entry fields for Paige. Additional updates may be made after the copy is completed.

**All steps (Demographics, Language, Guardians, Emergency, Health, Permissions, Forms and Fees) must be completed for each student.**

**When the message, “E-Registration has been completed” (sample below) appears, you may select another student and begin.**



Building Secretaries review every change request and provide final approval for updates into PowerSchool.

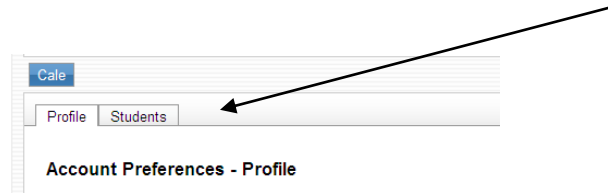
Thank you for participating in Electronic Registration! We appreciate your support!

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## What if you already have a PowerSchool account, but you need to add an additional student?

Once you are logged into the PowerSchool Parent Portal Screen, each of your children will be displayed in the bar below the PowerSchool Logo (in the upper left portion of the screen.) To add an additional student, you need to click on **Account Preferences** on the left hand side.

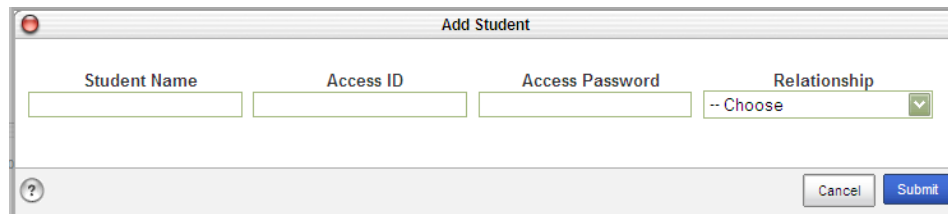
This will take you to your account preferences profile. You need to click on the “Students” tab.



In the “My Students” heading, you will see an “Add +” icon. Click on it.



A screen will pop up where you will add the Access ID and Password you were provided.

A screenshot of the 'Add Student' form. The form has a title bar with 'Add Student' and a close button. It contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with '-- Choose' selected. At the bottom right, there are 'Cancel' and 'Submit' buttons.

- Student’s First and Last Name
- Access ID (Parent Web ID)
- Access Password
- Relationship to student
- Click Submit when you have completed these fields.

This student should now show up in the series of tabs under the PowerSchool logo where it lists your student family members. You are now ready to complete the e-registration process for this student.

Please contact Laura Góngora if you have any trouble getting your student added to your current account or you do not have the Access ID and Password. She can be reached at 319-643-7213 or by email [lgongora@west-branch.k12.ia.us](mailto:lgongora@west-branch.k12.ia.us)