

West Branch Schools - Parent Users Guide

Parents/Guardians,

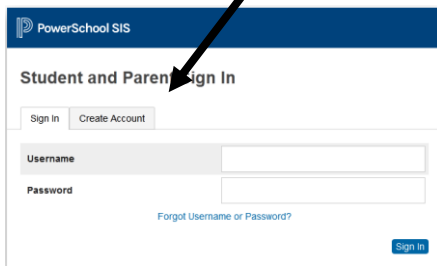
In order to provide a more flexible and cost effective approach to student registration, West Branch Community Schools uses an online enrollment process. **Questions about this process should be directed to Laura Góngora at the Central Office by calling (319) 643-7213 or email lgongora@west-branch.k12.ia.us**

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:

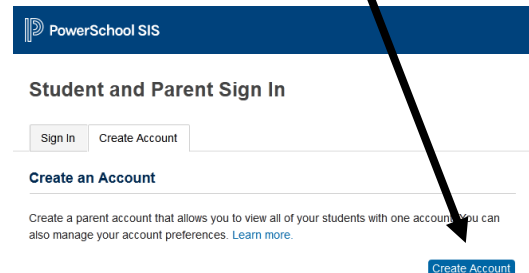
You will need to go to the PowerSchool login page: Click onto the PowerSchool link on our website: www.west-branch.k12.ia.us. You will see the following screen:

1. Click the Create Account tab



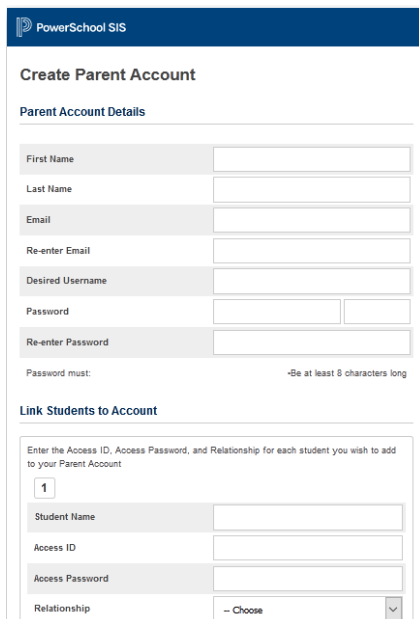
The screenshot shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page is titled "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a black arrow. Below the tabs, there are input fields for "Username" and "Password", and a "Sign In" button. A link for "Forgot Username or Password?" is also visible.

2. Click the Create Account button



The screenshot shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page is titled "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a black arrow. Below the tabs, there is a "Create an Account" section with a "Create Account" button. A link for "Learn more" is also visible.

The screen below will appear



The screenshot shows the PowerSchool SIS "Create Parent Account" page. The page is titled "Create Parent Account" and has a section for "Parent Account Details" with input fields for "First Name", "Last Name", "Email", "Re-enter Email", "Desired Username", "Password", and "Re-enter Password". Below this, there is a section for "Link Students to Account" with a table for entering student information. The table has columns for "Student Name", "Access ID", "Access Password", and "Relationship".

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

- Enter an Email address – Note: The email address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- Username (No apostrophe's)
- Password (No apostrophe's and it must be at least eight 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 student

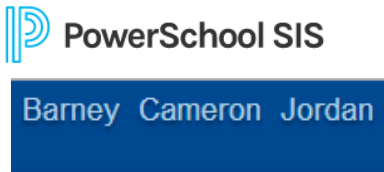
****Access ID's and Access Passwords have been sent to families. If you do not have yours, please contact Laura Góngora.**

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.

- Click Enter when you have completed this link to all of your students.
- Assuming you are successful, you will receive this message.
Please check your email for a link to verify your account.

- After your account has been verified, you can start using your new account.

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)**” of this Parents User Guide

You are a current PowerSchool User:

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

In the Sign In box enter your **User Name** and **Password**, click **Sign in**.

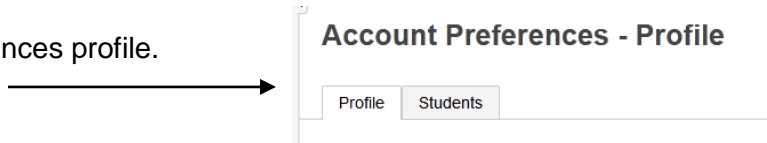
Forgot your Login information? No problem.

DON'T USE “Forgot Username or Password?”
Contact building secretaries or Laura Góngora at the Central Office for assistance.

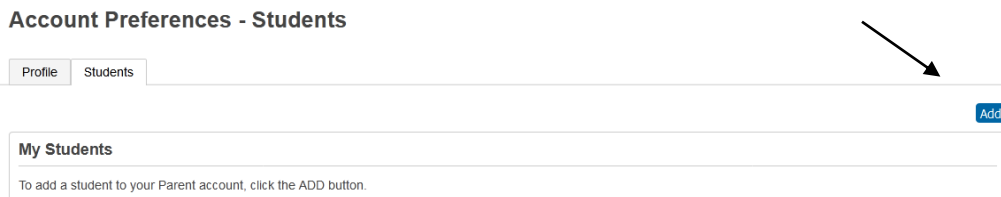
What if you already have a PowerSchool account, but you need to add an additional student?

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.



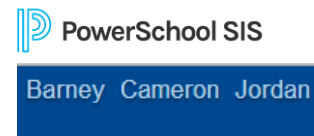
A screen will pop up where you will add the Access ID and Password you were provided.

- Student’s First and Last Name
- Access ID
- Access Password
- Relationship to student
- Click OK when you have completed these fields.

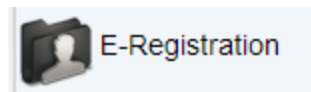
This student should now show up in the series of tabs under the PowerSchool logo where it lists your student family members. You are now ready to complete the e-registration process for this student.

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.



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 should be completed in the right column of the screen. **Please ONLY enter updates/changes.**

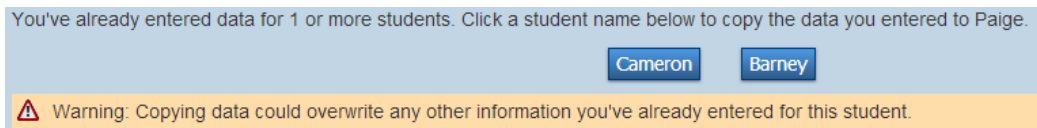
Parents will be taken through nine steps to complete the following updates:

- 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.
- Health (screen 3)
 - Health concerns, Medications and Insurance information
- Contacts (screen 4)
 - Contacts associated with students – name, relationship, address, phones, email, etc.

- Click the first contact tab listed
- Carefully review all data for the contact
 - Enter any changes in the “Your Update” portions of the screen
 - Click the “x” to remove what is on file for a contact
- To remove a contact for a student, click the “x” to the right of the “On file’ information in the Relationships Section
- Click Save Changes at the top of bottom of the screen after reviewing each contact
- When all contact names display in gray or green, contact review is complete
- To add a new contact click Add New
- When finished with all contacts, click the “Next E-Registration Tab” button under the contacts tabs
- Contacts Sort (screen 5)
 - Priority order for contacts
- Permissions, (screen 6)
 - Parents grant or deny permission for their student school activities
- Documents (screen 7)
 - District specific forms; examples include: Free/reduced meals application, Instructional fees form, Dental screening certificate, Picture order form
- Fees (screen 8)
 - Fees: School fees or lunch accounts are electronically paid here
- Finish (screen 9)

After completing one student, parents have the opportunity to copy address and phone data to another student.

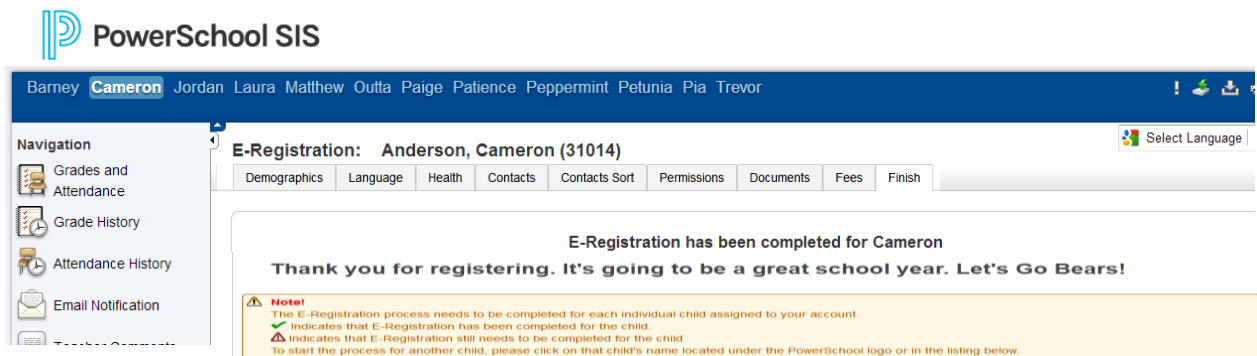
The following message will be presented on the demographics and contacts screen:



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

All steps (Demographics, Language, Health, Contacts, Contacts Sort, Permissions, Documents 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 E-Registration, we appreciate your support!