

**2017-2018**  
**North-Linn CSD**  
**PowerSchool E-Registration Parent Guide**

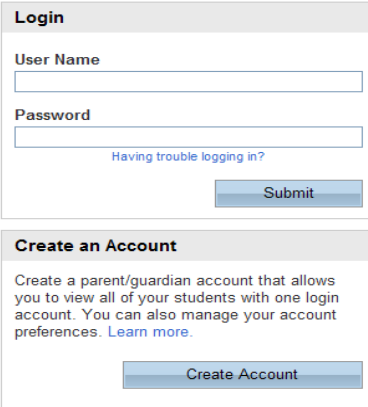
**Scheduled to Open July 24, 2017**

NL Parents,

In order to provide a more flexible and cost effective approach to student registration, North-Linn is requiring an online enrollment process.

Please go to the Parent PowerSchool log in page: <https://ps-northlinn.gwaea.org/public/>

In the Login box enter your User Name and Password.



The screenshot shows a web interface with two main sections. The top section is titled "Login" and contains two input fields: "User Name" and "Password". Below the "Password" field is a link that says "Having trouble logging in?". At the bottom of this section is a "Submit" button. The bottom section is titled "Create an Account" and contains a paragraph of text: "Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)" Below this text is a "Create Account" button.

You will be taken to 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).



An icon called Grant Wood AEA Additional Features is located in the upper right hand portion of the screen.



Double click this icon and you will be presented a submenu.  
Double click the E-Registration icon.



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Double click on the E-Registration icon and you will be shown the data that is currently on file at the school for the selected student in the center column of the screen. **You only need to enter changes/updates for your student.**

You will be taken through 9 steps to collect updates for:

- Student Demographics (screen 1)
  - Student's – address, phone numbers, etc.
- Parent Contact Information (screens 2 and 3)
  - Parent's – address, phones, etc.
- Emergency Contacts (screen 4)
  - Name, relationship, contact phones
- Medical Information (screen 5)
  - Doctor names, phones, hospital preference
- Health (screen 6)
  - Medications and health concerns
- Permissions, (screen 7)
  - Parents grant or deny permission for their student's school activities.
- Fees and other forms (screen 8)
  - Fees: School fees may be paid by printing the Tuition Form & mailing to **NL District Office, PO Box 200, Troy Mills IA 52344.**
  - Other Forms: Access to district specific forms. Examples include: Athletic physical, Free/Reduced forms, supply list, etc.
- Finish (screen 9)

**You must go through all steps for each student. Once you receive the message, "You have completed the E-Registration process" (sample below), you may change students and begin again.**

The screenshot shows the PowerSchool user interface. At the top, there is a navigation bar with the PowerSchool logo and several icons for different features: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, Account Preferences, and Additional Features. Below the navigation bar, there is a user selection bar with names: Aimee, Gist-of, Gracie, Jennifer, Justin, Kaitlin, and Outta. To the right of the names, it says "Time, Deb (Last Login: 12/8/2010 at 9:46 AM)" and a "Logout" button. The main content area displays "E-Registration - Process Complete for Clark, Aimee M" and a progress bar with steps 1 through 8, where step 8 is highlighted. Below the progress bar, there is a "Note!" section that reads: "You have completed the E-Registration process for Aimee." and "The E-Registration process needs to be completed for each individual child assigned to your account. To start the process for another child, please click on that child's name located under the PowerSchool logo." Two arrows from the text above point to the "Additional Features" icon and the "Note!" section.

All updates from parents go into a pending status. Building Secretaries review every change request and provide final approval for update into the PowerSchool files.

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

**Please complete E-Registration and mail fees by Aug 14th**

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