Linn-Mar eRegistration Procedures (see back for instructions if you need to set up a family account yet)

Beginning **August 6**, it will be possible to register (and pay school fees) for the 2018-19 school year on line. Completing this process on the internet could dramatically decrease the amount of time spent in the registration line at the school.

Linn-Mar eRegistration is accessed through the family PowerSchool account, which EVERY family with students enrolled in the Linn-Mar District needs to set up. The eRegistration process is required to be completed annually by all families *(including Little Lions Preschool)* so we have the most up-to-date information on students, including but not limited to: parent/guardian contact information, health information, emergency contact information, and parental permissions. If you have not yet set up a family account in PowerSchool, please contact your child's school to obtain more information on how to do so. **It is critical that we have your correct, current address and it is through the eRegistration process that we gather that information.**

Sign into your family PowerSchool account and use the eRegistration portal to update all of your students *(even if no changes are necessary for your family, you must go through the entire eRegistration process for EACH of your students)* who will be attending a Linn-Mar school for the 2018-19 school year.

At the end of the on-line registration process, you will have the option of purchasing a variety of products and services, such as instrument rentals and adding money to your student's meal account. You will also have the option of printing out a variety of forms before the year begins. You can have the forms filled out before you come to the school, which will greatly ease the process of registration procedures. A link is available when you complete the eRegistration process on line.

Online Convenience Fee -- The costs associated with on-line payment cover security and processing. The online fee was implemented so that patrons wishing to take advantage of this convenience may do so. Any patrons not wanting to pay the fee structure are encouraged to pay fees on registration day.

Log in to the Parent portal of PowerSchool to begin the eRegistration process. If you do not have a computer, someone will assist you at registration.

PowerSchool E-Registration Parent Guide

Please go to the Parent PowerSchool log in page: https://ps-linnmar.gwaea.org/public/In the Login box enter your User Name and Password.

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.


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 students school activities.
- Fees and other forms (screen 8) ○ Fees: School fees may be paid via …………
      ○ Other Forms: Access to district specific forms. Examples include: Athletic physical, classroom volunteer, Booster club membership, 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.
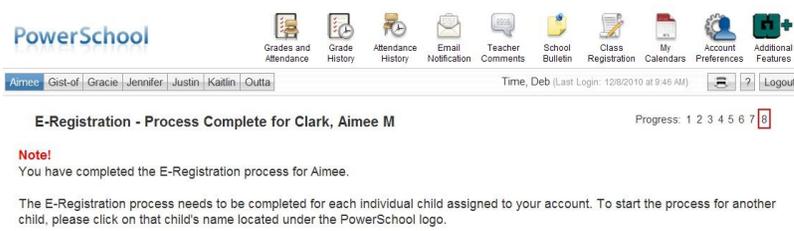
All updates from parents go into a pending status.   Building Secretaries review every change request and provide final approval for update into the Powerschool files.

*****How to Create a Family PowerSchool Account if you do not have one yet:

Setting Up a Parent Account in PowerSchool Allows all students in one family to be accessed with one username and password. Members of a family are able to set up as many separate accounts in PowerSchool as they wish. Each account is associated with a single e-mail address. If both parents use the same e-mail address, then only one account will need to be set up. However, if you want to use more than one e-mail address, then additional accounts will need to be set up. Here are the steps you take to set up an account: **1) Get the access IDs and passwords from the school your child attends. Each student will have a separate ID and password code for you to use.** 2) Go to the parent portal of PowerSchool. If you have not been there before, click on "Public" at the bottom left of the Linn-Mar homepage (www.linnmar.k12.ia.us) under "PowerSchool". 3) You will not yet have a login, so click on "Create Account". 4) You will then type in your first name, your last name, the e-mail address you want to use for this account, the user name you

want to use for logging in, and the password you want to use for logging in. 5) Then you will "Link Students to Account" by typing in the student's legal first name, last name, and the * PARENT* access codes you received from the school. You will also need to indicate your relationship to the student in the last box. You should now be ready to log in to PowerSchool.