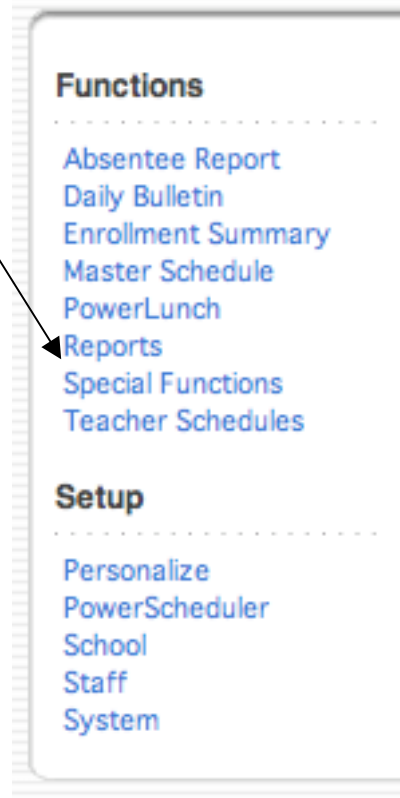


# PowerSchool Student Enrollment Instruction Sheet

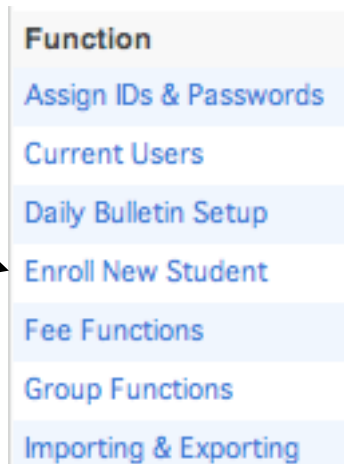
You have a new student come in and you don't know how to set them up in PowerSchool? This guide will walk you through the entire process of enrolling new students into PowerSchool.

1. Log into PowerSchool by going to <http://69.95.46.24:8080/admin> and use your username and password that you were assigned last year. If you've lost this information, please send me an E-Mail. \*You can find this information at the end of this packet

2. Once you are logged in, you'll see the main PowerSchool, which I'll commonly refer to as the "PowerSchool Main Screen." On the left side, you should see a listing of options and screens you can go to. You need to choose "Special Functions"



3. The next step is to click on the "Enroll New Student" link



4. Most of the basic information will be included in the next page. ***PLEASE*** make sure as much of this information is added as humanly possible. The more complete this information is, the easier state reporting, enrollment in classes, and other functions will be. When you have all the information filled in, click Submit
5. If you have new students that have older siblings, there will be three ways PowerSchool looks for duplicate students:
  - a. Last Name
  - b. Home Phone
  - c. SSN
6. Assuming there are no matches, click the Enroll button if it appears, and move on to the demographic information. These instructions will begin on page 2.



7. Begin this final process by clicking on the “**Demographics Modify**” button.

8. After the next screen comes up, there is a wealth of information that needs to be filled in. It is very important that each field is filled out as completely as possible, including BOTH the address, AND MAILING ADDRESS field. The Student Number field is automatically generated, and shouldn't be changed. The Previous Student ID should remain blank unless you have an old student information system that had an old Student ID. Click on Submit when you're finished entering information

9. The next step would be to fill in any emergency or medical information. Click on the “**Emergency/Medical**” link for this. Most of the information in here is pretty self explanatory. Fill in as much information as you can regarding medical health information. The family doctor information would be favored, in case there is a health issue that only that doctor would know about. Again, click Submit when you're completed with this information.

10. The other *very* important section is the “**State/Province – IN**” section. This is the mother of all state report pages. I'd say about 85% of all the information we send to the state comes from this page. Again, it's *very* important that all this information is filled in.

Now your student is enrolled in your school. The next step would be to enroll the student in classes. Please see the worksheet “[PowerSchool Student Class Enrollment](#)” for instructions on how to do this.

**If you have any questions, please send me an E-Mail at [llopez@fw.diocesefwsb.org](mailto:llopez@fw.diocesefwsb.org)**