



# St. Johns County School District

## SJCSD New Student Online Registration

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### New Student Online Registration

Beginning this school year, St. Johns County School District will be using an easy to use, online registration system (Powered by PowerSchool) for new student registration. A new student is defined as new to SJCSD and having never attended a school in SJCSD, or a previous SJCSD student that withdrew and is now re-enrolling.

**Please note: Your child's registration is not complete until you have completed the online enrollment process online and it has been verified and approved by your child's school. (All students must reside in St. Johns County and provide valid Proof of Residency).**

### How do I get started?

1. You will need to create a unique login and password for your account. Visit <https://registration.powerschool.com/admin/> and click the New Student Registration link. Select "Create Account". (If you already have an account, you can simply sign in.) You will need a valid email address to create an account and complete the online registration process.

The screenshot shows the St. Johns County School District registration page. On the left, under 'Sign In', there are input fields for 'Email Address' and 'Password', a 'Remember me on this computer' checkbox, and a green 'Sign In' button. Below the 'Sign In' button are links for 'Forgot password?' and 'Sign into your account using your cell phone number.'. On the right, under 'Create Account', there is a list of benefits: 'Complete forms online', 'Save and return to forms in progress', and 'Print form history'. A green 'Create Account' button is highlighted with a red circle.

2. Once your account has been created, you can log in. Make sure you read all of the information on each screen. You may need to scroll downward to see all of the contact on some of the screens. Your work will be saved as you go, allowing you to return at any time to continue and complete the registration process.
3. You will only need one account per family. After you submit your first registration, you can add additional students if needed. Good news! You will be able to share family information between students, which saves time.
4. Please complete as accurately as possible. All required fields are marked as "Required". The answers you submit will be imported exactly as you enter them. Be careful to use correct spellings, phone numbers, dates, etc.
5. Once your registration is complete and has been submitted, you can no longer make changes from your account. Please contact your child's school to schedule an appointment to bring in original documents to finalize the registration. If changes are needed, you can make them during your appointment. ***The registration process is not complete until all information has been verified and approved by the school.***
6. If you are unsure how to answer a question, please contact your child's zoned school.
7. If you experience technical issues or have questions completing the online form in PowerSchool, please contact the support line at 866-752-6850 or email [support@powerschool.com](mailto:support@powerschool.com). If you forget the user credentials or log in information, you may have them e-mailed to you by using the security questions your set up previously to retrieve that information.