

West Branch Schools Power School E-Registration Guide & FAQ

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**

E-Registration Quick Guide

Families with students new to the district should contact the central office at 319-643-7213 to begin the process of enrolling your students. After completing the pre-registration process, you will receive an email with login credentials.

REGISTERING RETURNING STUDENT(S)

Do you have a PowerSchool Parent Account?

NO	YES
Go to step 1	Go to step 2
Go to step 4	Go to step 4

Do you need to add an additional student?

NO	YES	
You are finished	Go to step 3	
	Is this student a returning student(s)	
	NO	YES
	Go to step 5	Go to step 4
	Complete steps from email with registration credentials	

REGISTERING NEW STUDENT(S)

Do you have a PowerSchool Parent Account?

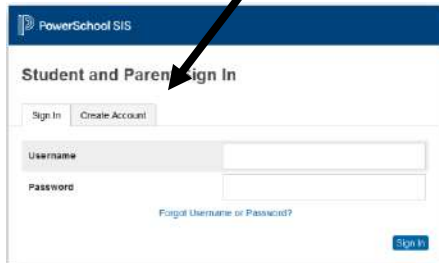
NO	YES
Go to step 5	Go to step 5
Complete steps from email with registration credentials	Complete steps from email with registration credentials
Go to step 1	Go to step 3

POWERSCHOOL ACCOUNTS

1. You have never logged in to PowerSchool:

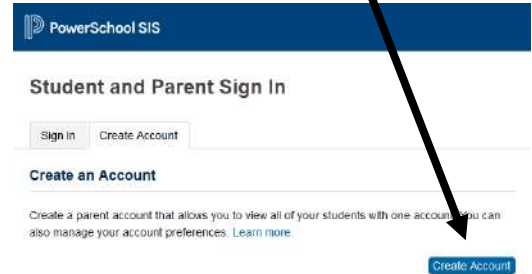
Please go to the Parent PowerSchool log in page <https://westbranch.powerschool.com> (or can be accessed via our school website: <http://www.west-branch.k12.ia.us>. You will see the following screen:

1. Click the Create Account tab



The screenshot shows the 'Student and Parent Sign In' page. At the top, there's a blue header with the PowerSchool SIS logo. Below it, the title 'Student and Parent Sign In' is centered. 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 'Forgot Username or Password?' link. A 'Sign In' button is at the bottom right.

2. Click the Create Account button

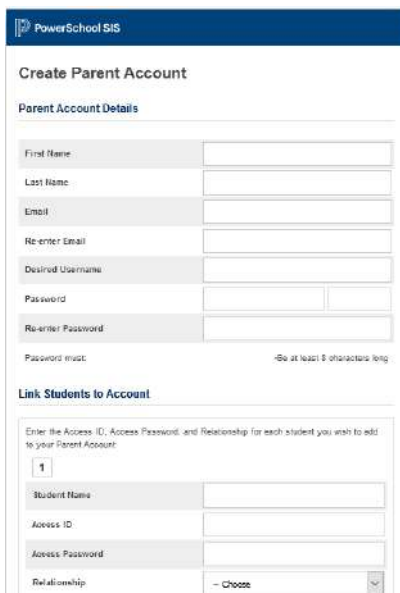


The screenshot shows the 'Student and Parent Sign In' page. At the top, there's a blue header with the PowerSchool SIS logo. Below it, the title 'Student and Parent Sign In' is centered. There are two tabs: 'Sign In' and 'Create Account'. Below the tabs, there's a 'Create an Account' section with a description: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.' A 'Create Account' button is at the bottom right, highlighted with a black arrow.

The screen below will appear

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



The screenshot shows the 'Create Parent Account' page. It has a blue header with the PowerSchool SIS logo. The title 'Create Parent Account' is centered. Below it, there's a section titled 'Parent Account Details' with input fields for 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Desired Username', 'Password', 'Re-enter Password', and 'Password must:'. Below this, there's a section titled 'Link Students to Account' with a table for adding students. The table has columns for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. There's a 'Choose' button for the relationship.

- Enter the Access ID and Access Password for each student**
- Select the relationship you are to the student

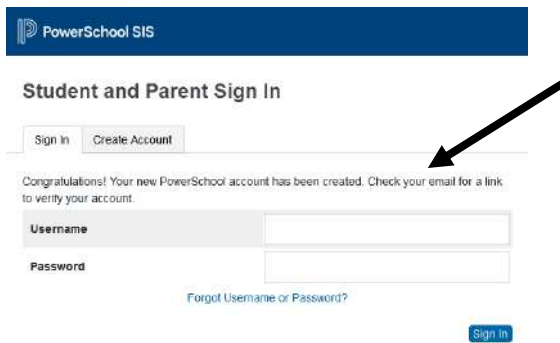
****Access ID's and Access Passwords have been sent to families. If you do not have yours, please contact Laura Góngora.**

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 its entirety before the record is created.

3. Click Enter when you have completed this link to all of your students.

4. Assuming you are successful, you will receive this message. Please check your email for a link to verify your account.

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



The screenshot shows the PowerSchool SIS login page. At the top is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A message states: "Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account." Below this message are input fields for "Username" and "Password", and a link "Forgot Username or Password?". A "Sign In" button is at the bottom right. An arrow points to the "Create Account" button.



The screenshot shows the PowerSchool SIS login page. At the top is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A green message box states: "Congratulations! Your new PowerSchool account has been verified. Enter your Username and Password to start using your new account." Below this message are input fields for "Username" and "Password", and a link "Forgot Username or Password?". A "Sign In" button is at the bottom right.

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.



2. 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**.



The screenshot shows the PowerSchool SIS login page. At the top is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are input fields for "Username" and "Password", and a link "Forgot Username or Password?". A "Sign In" button is at the bottom right. An arrow points to the "Sign In" button.

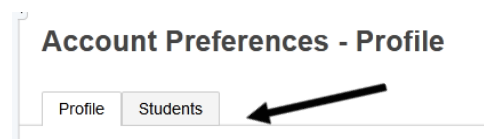
Forgot your Login information? No problem.

USE "Forgot Username or Password?"
You will receive an email to reset your password.

3. 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.



The screenshot shows the "Account Preferences - Profile" page. At the top is the heading "Account Preferences - Profile". Below it are two tabs: "Profile" and "Students". An arrow points to 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. If you do not have the access ID and Password please contact central office.

- 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):

4. Returning Student(s):

From the Parent Portal:

1. Select the student you wish to register along the top
2. Scroll down and select the Returning Student Registration Icon on the left side margin.
3. Enter the selected student's birth date, when prompted.
4. Agree to the terms and conditions, if prompted.
5. Read the on-screen instructions and select "Begin Forms".



Once you have finished entering your information select “Submit.” This will send all of the information you’ve entered to the school. If you cannot select this button you will need to make sure that you have answered all required questions.

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!

5. New Student(s):

Families with students new to the district will receive an email with registration credentials for your student(s) after the pre-registration process. If you have not received an email, please contact Laura Góngora.

After your have E-registered your student and registration has been approved, you will receive an email with the access ID and password. When you have the access ID/password go to Step 1.

FREQUENTLY ASKED QUESTIONS

How do I get started? (For all RETURNING STUDENTS):

Visit <https://westbranch.powerschool.com/public> and log in to the PowerSchool Parent Portal. Use the same username and password credentials you had established in previous school years. If you do not remember your login information, use the 'Forgot Username or Password' link and follow the on-screen instructions.

From the Parent Portal:

1. Select the student you wish to register along the top
2. Scroll down and select the Returning Student Registration Icon on the left side margin.
3. Enter the selected student's birth date, when prompted.
4. Agree to the terms and conditions, if prompted.
5. Read the on-screen instructions and select "Begin Forms".

I can't remember my login for the PowerSchool Parent Portal.

If you aren't able to retrieve your login credentials using the "Forgot Username or Password" link on the Sign In page, please contact West Branch directly for assistance logging in to the Parent Portal.

Do I have to answer all the questions?

No, but some questions are marked "Required" and must be answered before you can submit your form.

What if I make a mistake?

If you would like to make a change prior to submitting the form, you can either navigate back to the page using the "Prev" and "Next" buttons or if you are on the Review page select the underlined field. If you have already submitted the form you will need to contact your student's school so they can make the changes for you.

I've completed the form, now what?

Once you have finished entering your information select "Submit." This will send all of the information you've entered to the school. If you cannot select this button you will need to make sure that you have answered all required questions.

What if I have more than one student in the district? Do I need to do this for each child?

Yes, you will need to provide information that is specific to each child. We recommend that you complete and submit one form and then start another. This will allow you to "import" (or share) selected family information, which saves you time.

Registration for returning students will complete Returning Student Registration from the PowerSchool Parent Portal while students new to the district will be through New Student Registration.

How do I get started? (For all NEW STUDENTS):

You must contact Central Office to begin the enrollment process.

I already have a PowerSchool parent account but I can't sign in. What should I do?

For new student registration you must create an account. This is a temporary account just for new student registrations.

I don't have a PowerSchool account. How do I create one?

After your student's New Student Registration data has been imported to PowerSchool you will receive an email with instructions on how to set up a PowerSchool Parent account.

Do I have to answer all the questions?

No, but some questions are marked "Required" and must be answered before you can submit your form.

What if I make a mistake?

If you would like to make a change prior to submitting the form, you can either navigate back to the page using the “Prev” and “Next” buttons or if you are on the Review page select the underlined field. If you have already submitted the form you will need to contact your student’s school so they can make the changes for you.

I’ve completed the form, now what?

Once you have finished entering your information select “Submit.” This will send all of the information you’ve entered to the school. If you cannot select this button you will need to make sure that you have answered all required questions.

What if I have more than one student in the district? Do I need to do this for each child?

Yes, you will need to provide information that is specific to each child.

Registration for students new to the district will be through New Student Registration while returning students will complete Returning Student Registration from the PowerSchool Parent Portal

Help! I’m having technical difficulties.

For technical support, visit our [PowerSchool Community](#) help center or click “Help” from any form page. Or, call the school directly at

Elementary office: 319-643-7211

Middle School office: 319-643-5324

High School office: 319-643-7216

Central office: 319-643-7213