

POWERSCHOOL E-REGISTRATION PARENT GUIDE

Linn-Mar Community School district requests you use this online enrollment process. This provides parents with an easy way to update important information such as addresses, phone numbers, and other medical information.

To begin, go to the Parent PowerSchool log in page: <https://ps-linnmar.gwaea.org/public/>

In the login box enter your user name and password.



Please use '[Forgot Username or Password?](#)'

assistance if needed.

You will be taken to the PowerSchool Parent Portal screen. Each of your children's names will be displayed in the bar below the PowerSchool logo in the upper left portion of screen.



Along the left hand column are the screen options you have for each student.

- Click the E-Registration icon.
- In the center column of the screen you will see the data that is currently on file at the school for the selected student.



The following screens give you the opportunity to make updates to your student's information. Only make entries if changes need to be made. You must move through all 8 screens for the corrections to be submitted.

1. **Student demographics** (screen 1)
 - Student – address, phone numbers, etc.
2. **Home language** (screen 2)
 - Language information survey
3. **Guardians** (screens 2)
 - Parent – address, phones, etc. This is NOT your emergency contact! There is space for custodial parents to be listed.
4. **Emergency contacts** (screen 3)
 - Name, relationship, contact phones. This is who should be contacted if the persons listed as parents cannot be reached first in case of an emergency.
 - Doctor names, phones, hospital preference.
5. **Health** (screen 4)
 - Medications and health concerns – Update your student's health information by:
*Reviewing and updating Health Concerns Information. This is what is currently in your child's health record. Check the box 'remove?' if the information is no longer current. To add a health concern, see below.

*Update current Medication Information; indicate whether student will need to take medication at school. To add medication, see below.

*Review and update Health Care Information.

To add a health concern, click 'Add' and additional lines will pop open.

*To add a medication, simply answer the question below with 'Yes' and an additional window will pop open. Add additional medications by clicking the green + sign.

Health Care Information – these questions are optional.

6. **Permissions** (screen 5)

- Parents grant or deny permission for their students' school activities.

7. **Documents** (screen 6)

- Other documents such as sports forms, etc.

8. **Fees** (screen 7)

- This page has a link for the online payment portal to pay school fees, lunch, etc.

9. **Finish** (screen 8)

You must go through all steps for each student. Once you receive the message, 'E-Registration has been completed for *John Doe*', you may change students and begin again.

New feature – Demographic, Guardian and Emergency information can be copied from one student to another.

All updates from parents go into a pending status. Building secretaries will review each change request and approve before any updates are put in 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.

