

CREATE REGISTRATION ACCOUNT AND POWERSCHOOL PARENT ACCOUNT

You will be creating 2 new accounts using the same log in information

NEW STUDENT REGISTRATION ACCOUNT CREATION:

Go to Howard-Winn Webpage (www.howard-winn.k12.ia.us) and click on Enroll A Student Button.

1. Click on New Student Registration and then **Create An Account** button

1. Enter the requested information:

Profile:

First Name - Last Name - Daytime Phone

Email Address – used for sign in (this will be the email address you use to create your PowerSchool Account also)

Security:

Password (this will be the same password you will use to create your PowerSchool Account) and Re-Type Password

Security Questions 1 and 2 and Answers

Check Box – To comply with COPPA....**Create Account**

2. Add Student – First Name, Last Name and Full Date of Birth (mm/dd/yyyy)

3. Continue through the registration process - selecting Next and continue to update information until you reach the end and enter your electronic signature and current date and submit. If you have more than one student – add the next student and continue through the same process. Make sure to save and sign out when finished.

YOU WILL NOW CREATE YOUR POWERSCHOOL ACCOUNT:

Go to Howard-Winn Webpage (www.howard-winn.k12.ia.us) and click on PowerSchool button.

1. On the Parent Sign In page, click Create Account Tab.

2. On the Create Account Screen – Click Create Account Button.

3. Create Parent Account, enter the required information

**** For the Email and Desired Username and Password Fields: Please use the same email address and password that you used to create your registration account above.**

The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and has a section for 'Parent Account Details'. It includes input fields for First Name, Last Name, Email, Re-enter Email, Desired Username, Password, and Re-enter Password. A red annotation points to the Email, Re-enter Email, and Desired Username fields, stating: 'Email and Desired Username should be the same email address you used to create your registration account'. At the bottom, there is a note: 'Password must: *Be at least 8 characters long'.

4. Scroll down on page to Link Students to Account – after entering information for your student(s) click Enter at the bottom right of the page.

The screenshot shows the 'Link Students to Account' form. It has a title 'Link Students to Account' and a sub-header 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. A red annotation points to the sub-header, stating: 'See attached labels for Student Name, Access ID & Access Password'. The form contains three numbered sections (1, 2, 3) for adding students. Each section has input fields for Student Name, Access ID, Access Password, and a dropdown menu for Relationship. The first section is pre-filled with a student named 'John Doe'.

5. Once the account creation is complete, you are directed back to the original screen. Here, use your Username and Password you created in Step 3 to log into your account. Then, click sign in on the bottom right. This is how you will sign in to schedule Conferences, check schedules, grades, etc.