



SCHEDULING AN APPOINTMENT FOR SPRING REGISTRATION

To begin spring registration, the parent or legal guardian must make an appointment using the JPSD Appointment Management System. If the parent or legal guardian has more than one child to register, he or she will **ONLY** need to request **ONE** appointment time slot. So, to make an appointment, the parent or legal guardian should follow these steps:

1. Go to the JPSD website at www.jackson.k12.ms.us
2. Click on **DEPARTMENTS** at the top of screen
3. **Select** Enrollment Services & Records under the letter “E.”
4. On the left side of the Enrollment Services & Records Page, **Select** Online Registration
5. On the “Online Registration” page you should be able to view Enrollment Links on the far right side.
6. **Select** Spring Registration Appointment Scheduler and you will see the following options:
 - a. Sign In
 - b. Create Account
7. If you already have an account, you may sign in using your email address or cell phone number along with your password.
8. If you do not remember your username and password, you may contact PowerSchool Registration Support using the following information and then proceed with this step - §Support Hours: Monday-Friday 6:00AM-5:00PM PST (8 AM – 7 PM CST) §Phone: 866-434-6276 – **Press 1** and then **4** for **Registration**
9. Once you have signed in, complete the “Add Student” option to add a new student, and the system will take you to the scheduling screen to select a desired appointment slot
10. Once you have selected your appointment slot, a **Confirm Appointment** box will appear.
11. Review the information, and Click on **Confirm**.
12. A screen will appear giving your **Appointment Details**. This information will identify the date, time, and location of your appointment as well as provide specific details for completing registration.
13. If you need to cancel your appointment, **click** the **Cancel Appointment option**. If you want to reschedule your appointment, you will first need to cancel this appointment, and then you will be able to choose another time slot.
14. If you do not have an account, **select** “Create Account” and complete the following
 - a. Profile
 - b. Security
 - c. Affirm that you are 13 years or older
 - d. And then **select** “Create Account.”
15. Now, you must **PAUSE** and **Go back** to the JPS web page and **CLICK** on Spring Registration Appointment Scheduler again to complete the “Add Student” information.
16. **Type** in
 - a. first name
 - b. last name
 - c. date of birth for the enrolling student.
17. When finished, **select** “add student” at bottom of screen, and this will take you to the scheduling screen.
18. You can now **select** your desired appointment slot.
19. **Review** the information, and **Click** on **Confirm**.
20. A screen will appear giving your **Appointment Details**. This information will identify the date, time, and location of your appointment as well as provide specific details for completing registration.
21. If you need to cancel your appointment, **click** on **Cancel Appointment**. If you want to reschedule your appointment, you will first need to cancel this appointment, and then you will be able to choose another appointment time.