

PowerSchool Registration Instructions

Please go to the Parent PowerSchool log in page: <https://archd.powerschool.com/public/>

In the Login box, enter your **User Name** and **Password (same as PowerLunch)**. Click **Sign In**.

The PowerSchool Parent/Guardian Portal screen will display. Each of students attached to your account will display in the bar below the PowerSchool Logo (upper-left portion of the screen). Choose the first student by clicking on the student's name.

In the left menu, scroll down and click E-Registration.

The E-Registration process begins with the Demographics tab. The screen is presented with data that is currently on file in the center of the screen. Updates or new entries may be completed in the right column of the screen. **Please ONLY enter updates/changes.**

Parents will be taken through eight steps to complete the following updates:

- Student Demographics (screen 1)
 - Student's – address, phone numbers, etc.
- Home Language Survey (screen 2)
 - Language information required by the state to be gathered from every student.
- Health (screen 3)
 - Medications and health concerns
- Contacts (screen 4)
 - Parental, guardian, and emergency contact addresses, phone number, etc.
 - Review and make changes as necessary. When you are finished, click "Next E-Registration tab" to move to the next screen (blue box located on the left hand side under the tabs)
- Contacts Sort (screen 5)
 - Priority order for contacts for who should be contacted first in the event of an emergency
- Permissions, (screen 6)
 - Parents grant or deny permission for their student school activities
 - Please note: The Heads Up! Concussion forms are available on the website under "Health Corner".
- Forms (screen 7)
 - NOTHING FOR ST. ATHANASIUS
- Finish (screen 8)

After completing one student, parents may choose to copy their address and phone data to additional students. Changes may be still made as needed after the copy is completed.

All steps (Demographics, Language, Health, Contacts Sort, Permissions) must be completed for each student. The Contacts tab only needs to be reviewed and updated for one student because additional students can be linked to contacts in the "Relationship" portion of this screen. When the message, "E-Registration has been completed" appears, you may select another student and begin.

Building and District Secretaries review every change request and provide final approval for updates into PowerSchool.

Thank you for participating in Electronic Registration! We appreciate your support!