Enrollment Guide

Returning Students &
Adding new Students to existing family

Cheney USD 268 | PowerSchool

Step 1

Adding a new Student to existing Parent Portal Account

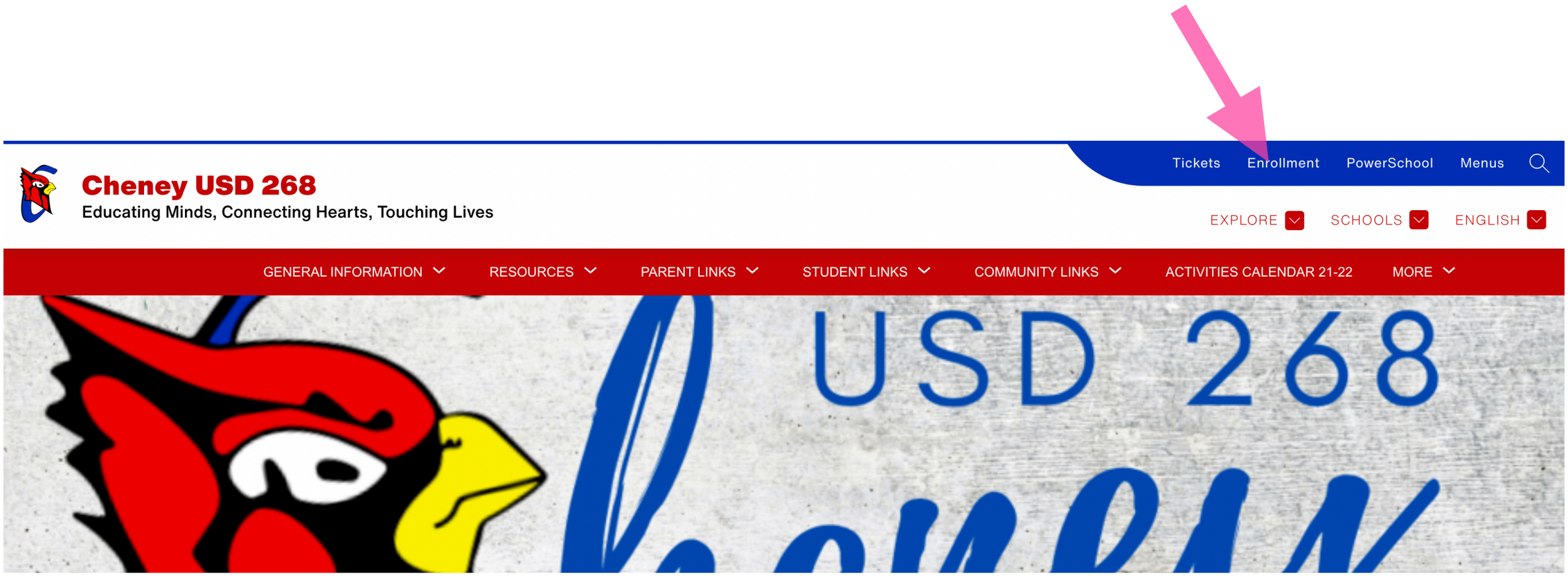
If you do **not** have a student who is new to the district, please skip to **Step 3**.

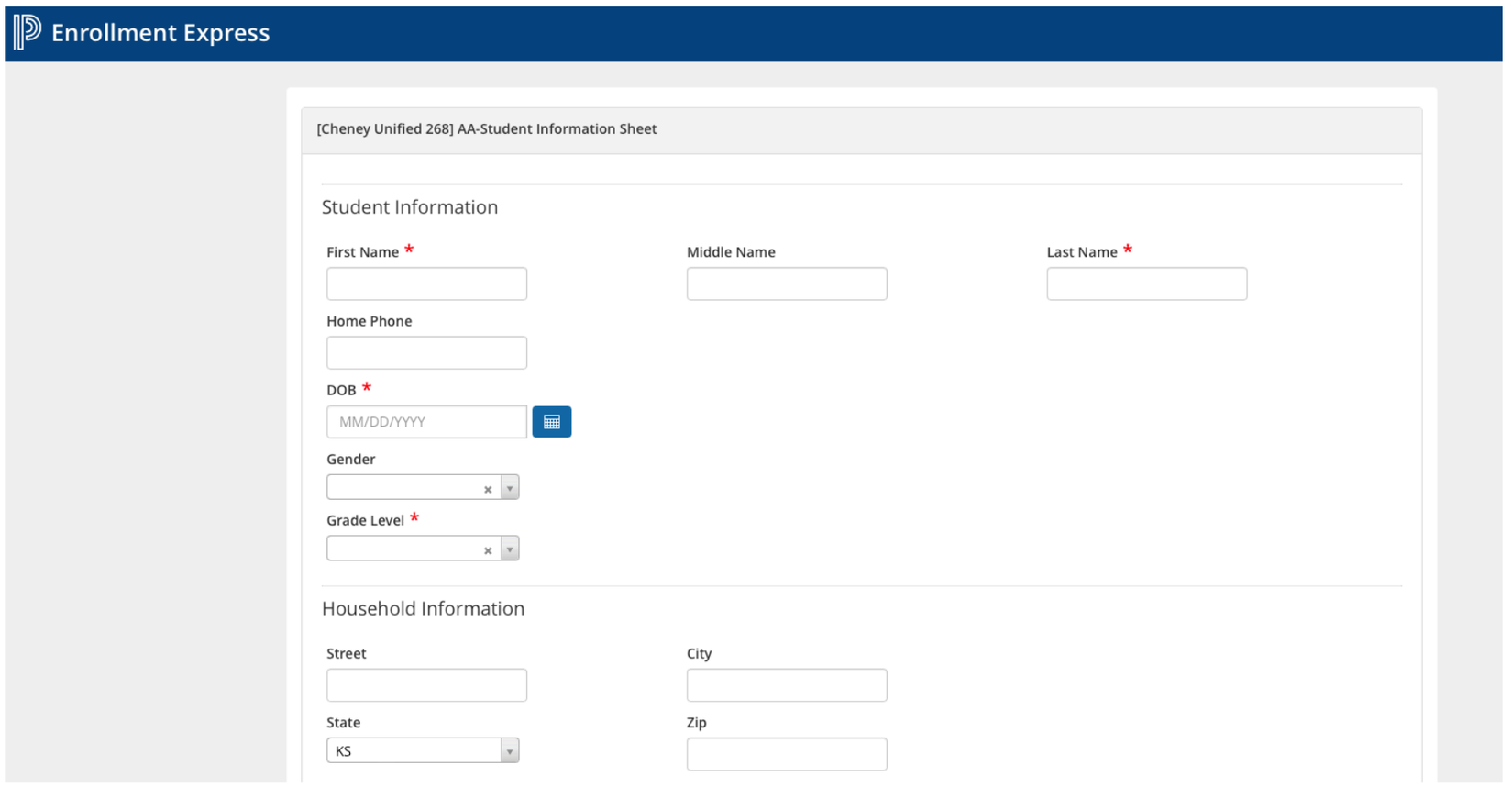
To add a new student to your parent portal for online enrollment, go to usd268.org and click on Enrollment and follow the links to register a new student. Otherwise you may go to the page directly: https://usd268.powerschool.com/public/formbuilder/form.html?formid=5180

You will need to fill out a pre-registration form for each student that will be attending. Again, this is only for students who are **new to the district**.

After filling out the pre-registration form, you will receive an email stating that the registration is under review. One of our office staff will make sure everything looks correct and then approve the registration.

Once approved, you will receive a second email containing the Access ID and password for your student. If you registered more than one student, you will receive multiple emails.



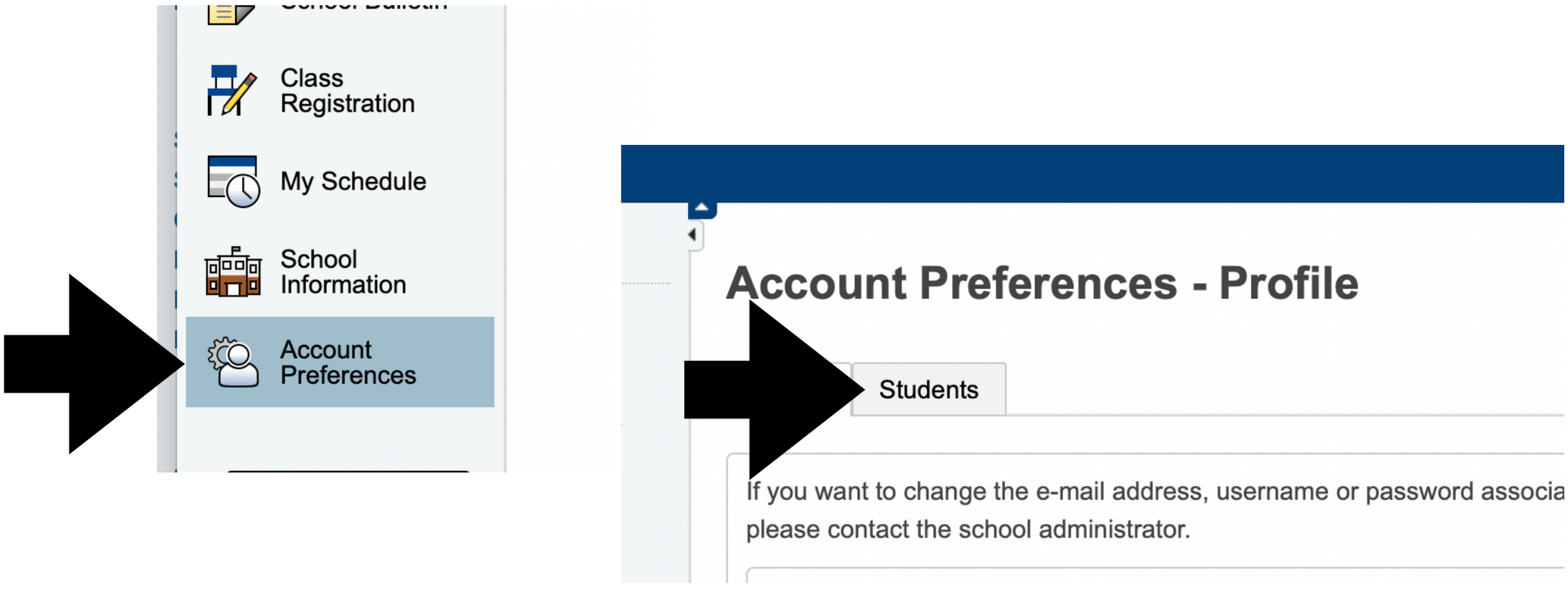


Step 2

Log into Portal and add new students

Using your existing PowerSchool parent account, log in to the portal at https://usd268.powerschool.org/public.

To add your new student, use the Access ID and password you received and click on Account Preferences->Students->Add



Step 3

Log into Parent Portal and Fill out Enrollment Forms

Go to https://usd268.powerschool.com/public and Sign In to your Parent Portal account.

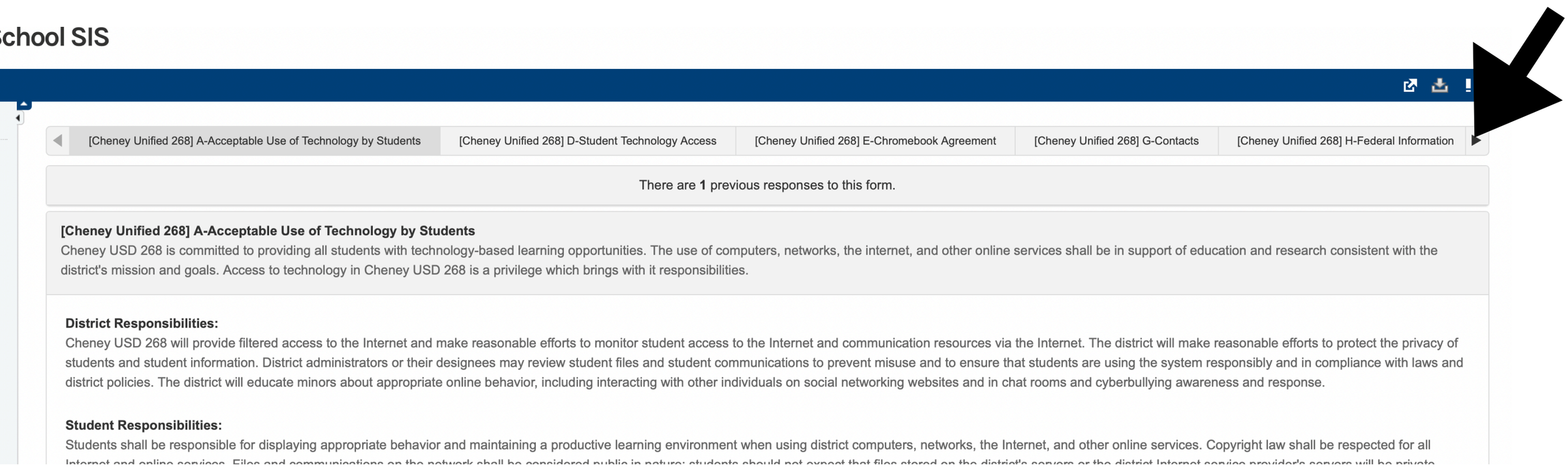
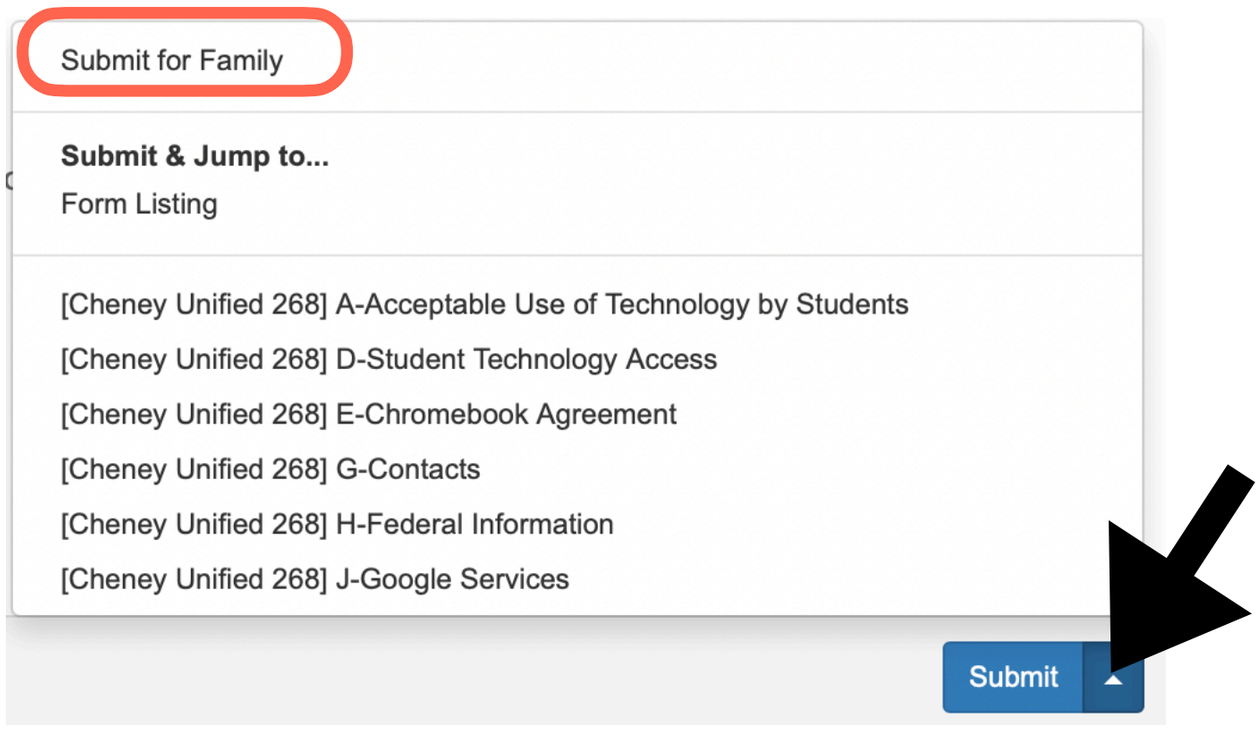
Once logged in, your students are listed at the top of the page. Click the name of the student for whom you wish to fill out enrollment forms.

On the navigation section, choose Forms, then the Enrollment tab. A list of all forms needed for that student will be shown. Follow the instructions on each form and then click submit.

Note: Enrollment Forms are listed by category. Be sure to navigate through all categories to ensure all required forms are completed.

Repeat as needed for each student.

Step 4

Additional Info & Hints

- When filling out Enrollment forms on a desktop or laptop browser, all forms needed for a particular student will be listed at the top of the page. Use the arrows to scroll through the forms.
- Additionally, at the bottom of each form you have options to simply go to the next required form by clicking the triangle button next to Submit.
- On some forms, you can “Submit for Family,” meaning you can submit a form once and have it apply to all students in the household.