

ON-LINE ENROLLMENT FLOW CHART

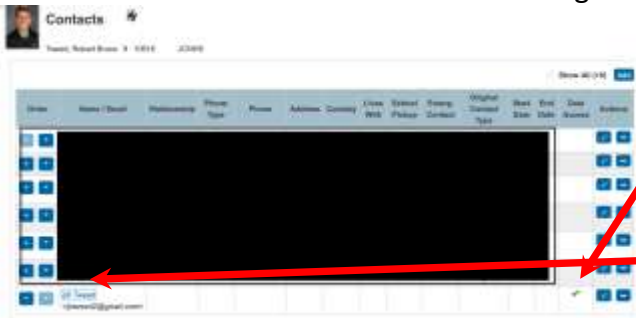
1. Parent uses Powerschool Guardian login, and are ONLY ADDING ANOTHER child.

a. if they are adding a child whose GUARDIAN WEB ID and GUARDIAN WEB PW is known, follow the instructions on the document.

b. if they have a NEW child to ENROLL, enter the child's NAME, DOB and GRADE, then SELECT FIELD VALUE for that new child, and change 509 to "1". Check "MODIFY INFO and make sure GUARDIAN ACCESS, ALLOW" is checked. Parent can then add GUARDIAN WEB ID and GUARDIAN WEB for new child, and add them to the account.

2. Parent has a PowerSchool Guardian Account, and forgot their PW or USERNAME.

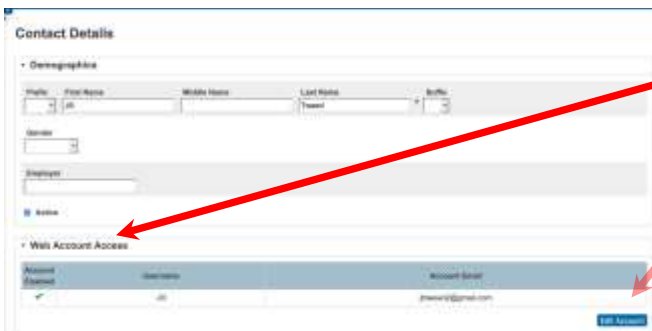
Go to the Start page, then click on a child of the parent who is already enrolled. Click on CONTACTS. You will see the following screen.



Find the Name that has a checkmark on DATA ACCESS.

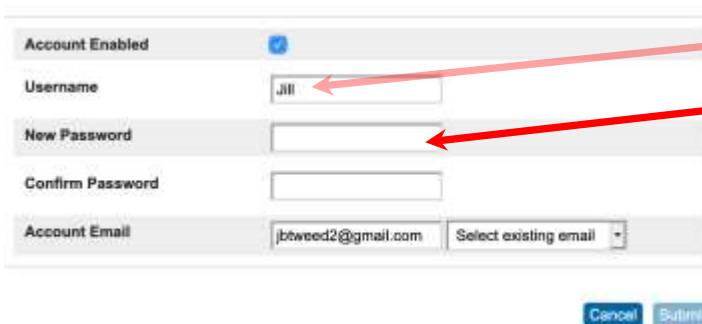
Click on the NAME.

It brings up this screen....



On WEB ACCOUNT ACCESS, click on Edit Account.

That will show you the USERNAME and allow you to enter 123 for the password



That will show you the USERNAME and allow you to enter 123 for the password.

SUBMIT and then have the parent log in with the correct username and 123 for the PW. They will have to change thier PW.

3. New Enrollment. No students at JCN

- Enroll new student. Add Name, DOB, Grade, FTE, Mother or Father name
- Make that child the selection, and Change STUDENT FIELD VALUE 509 to 1
- Check MODIFY INFO and make sure "GUARDIAN ACCESS, ALLOW" is checked
- write down Guardian Web ID and Guardian Web PW for the child, give to parent
- Have the Parent create a Guardian account in PS