



## New Hampton Community School District

The New Hampton Community School District wants to provide parents an easy way to complete their child's registration and pay school related fees. Parents can pay with VISA, MasterCard or Discover credit or debit card. For the 2021-2022 school year, there will be no service charges for paying online.

**PARENTS NEW TO DISTRICT MUST DO ALL PAGES.**

**[PARENTS RETURNING TO DISTRICT SKIP TO PAGE 2 and 3.](#)**

**Parents NEW to the district **MUST** fill out the below form for each child first.**

1. Once you have completed this form the building secretary will be in contact with you regarding your access ID and password for each child.
2. After receiving the information; proceed to Create a Parent Powerschool account

Please read this important information so you can access your students' PowerSchool information. Parents/guardians have the ability to create an account that will allow access to all your students from a SINGLE LOGIN. You will also be able to create your own Usernames and Passwords.

In order to create a parent account, you will need to go to the PowerSchool login page:  
<https://new-hampton.powerschool.com/public/>

**To create a parent account:**

1. Click the **Create Account** tab
2. Click **Create Account**
  1. Enter your name and an e-mail address –The e-mail address **MUST** be unique. If Parent/Guardians share the same email address, you should only set up one PowerSchool account.
  2. Username – Avoid spaces, apostrophes, and other special characters (ex. /, \*, &, #, @)
  3. Password – Avoid spaces and apostrophes. Enter a password that is at least eight characters.
  4. Enter the Name of each of your students to the right of "Student name".
  5. **Enter the Access ID and Access Password for each student provided by the school secretary.**
  6. Select your relationship to the student. For example, I am the \_\_\_\_ of the student.
3. Click **Enter** when you have completed this information for all of your students.
4. You will receive an email confirmation message when your account has been successfully created.

**What do I need to know about logging in to PowerSchool?**

- If Parent/Guardians share the same account, **ONLY ONE** Parent/Guardian may access the account at a time.
- Do not set your browser to save passwords to this site. It will cause your password to appear not to work.
- After successfully logging in, you will see a series of tabs under the PowerSchool logo listing all students. Select the appropriate name to view that student's information.

Please contact your student's office with questions as you create your PowerSchool account. It's going to be a great school year at New Hampton Community Schools.

## **ALL FAMILIES MUST COMPLETE Registration before paying fees**

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

In the Login box enter your **User Name** and **Password**, click **Sign In**. **If you forgot your username and password please select forgot username and password at the bottom of the screen.**

The PowerSchool Parent Portal screen will display. Each of the 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.

**Parents have the opportunity to change the language E-Registration is presented by clicking on the **Select Language** option in the upper right portion of the screen.**

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 **nine** 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.
- Guardian (screen 3)
  - Parent – address, phones, employer, etc.
- Emergency Contacts (screen 4)
  - Name, relationship, contact phones
- Health (screen 5)
  - Medications and health concerns
- Permissions, (screen 6)
  - Parents grant or deny permission for their student school activities
- Documents(screen 7)
  - Other Forms: Access to district specific forms.
- Finish (screen 8)

**To Make Online Payments: MUST COMPLETE BEFORE AUGUST 9th??? in order to forgive fee**

1. Visit the district website at <https://www.new-hampton.k12.va.us/>
2. Click on Menu in the upper right side of screen
3. Under **District Information** click on **RevTrak Online Payment** link
4. This will take you to our online web store and Registration page: <https://newhampton.revtrak.net/>
5. If a **new customer for paying**, select Login “CREATE NEW ACCOUNT”
  - a. Enter your email address (payment confirmations will be sent to this address).
  - b. Click “create account”
6. If a **returning customer**, sign in with your email and password.
7. For **Registration Fees ONLY** select the **Powerschool Food and Fee Payments** button. (*Other items see #10*)
8. Choose **POWERSCHOOL DEFAULT ITEM** and enter your Powerschool Parent Username and Password.
  - a. For **Registration Fees**, add each of the **Required Fees** to the cart for each of your children.
  - b. The top should show your child’s current lunch account balance.
9. To add money to your child’s lunch account, select **Lunch Deposit** and enter the amount of your deposit and the name(s) and grade(s) of your children who should receive the deposit. When done, click the “Add to Cart” button.
10. If you have a child in grades K-3, you can click on the **K-3 Afternoon Milk** link and enter your child’s name and grade and then add it to the cart.
11. If you want to purchase optional items for your child, such as an activity ticket, yearbook, etc. Click the **Home** link near the top and click the school building button that your child attends.
  - a. Select the items you want to purchase, be sure to enter your child’s name and grade and then add them to cart.
12. **Check Out**
  - a. Click the **Cart** link near the top right corner of the webpage. It will show your balance of fees and/or lunch money and/or other items you’ve purchased.
  - b. If you are a returning customer to RevTrak, your credit card information will be stored. If you are a new customer, you will need to enter payment information.