

Park County School District #6 Registration Instructions

1. Go to the registration link
2. When you click on the link, it will bring you to a page similar to the below.

The screenshot shows the 'Enrollment' page with two main sections: 'Sign In' and 'Create Account'. The 'Sign In' section includes an 'Email Address' field, a 'Password' field, a 'Remember me on this computer' checkbox, a 'Sign In' button, and a 'Forgot password?' link. The 'Create Account' section includes a list of benefits: 'Complete forms online', 'Save and return to forms in progress', and 'Print form history', followed by a 'Create Account' button. The 'Sign In' button and 'Forgot password?' link are highlighted with a pink box, and the 'Create Account' button is highlighted with a green box.

- If you have not done online registration through PowerSchool, you will need to create an account. When you click the “Create Account” button it will take you to a new page asking you for your information to create an account. Create your account and move on to enter information for your new student.
- If you have previously done an online registration with PowerSchool, but cannot remember your password, click the “Forgot Password” link. This will take you to a new page asking for your email and then it will ask if you’d like to receive a temporary password in your email or if you want to answer the security question(s). If you get a temporary password sent to you, upon getting that password, you can use your email and the temporary password to login. Once you login, the system will ask you to reset your password (it must be at least 6 characters). After creating your new password and clicking to login, it will bring you to the “Dashboard”. The dashboard will look like the below image. Please click on the “New Student Registration 2020-2021” link as this registration is for the 2020-2021 school year.

Dashboard

Start a New Form

- New Student Registration 2019-2020 >
- New Student Registration 2020-2021 >

Access Online Recommendations

- If you have started an Application, you may "Continue a Form in Progress" to access your online recommendations through the Application's Introduction page.
- If you have not started an Application, you must first initiate one under "Start a New Form". You will then be able to begin online recommendations through the Application Introduction page.
- If you have already submitted an Application, you may "View a Submitted Form" to access your online recommendations.

3. You will then be guided through registering your student. This is only for kindergarten registration right now, if you have students currently attending school in Park County School District #6, we will send out information to do a "Returning Student Registration" for them during the summer.

4. **Please read all directions and fill out all required fields. You will not be able to submit the registration until ALL required fields are complete.** At the end of the registration, you should be able to click "Submit". We will not receive your registration until you click this "Submit" button and get a confirmation page. If you cannot click "Submit", you have missed some fields. The review page should have a red box by them and you can click to "Edit" and it will take you to that particular page of the registration where you can edit the information.

*Please note, the "Next" button hovers over fields that are further down the page. **Be sure to scroll all the way to the bottom of the page before clicking "Next"**. If not, you could miss whole sections of the registration and have to come back to fix them.

**If you need to register more than one student, upon completing the first registration, you will be asked if you need to complete another registration. This will give you the opportunity to share information between the two students so that you do not have to enter everything over again (phone numbers, etc.).