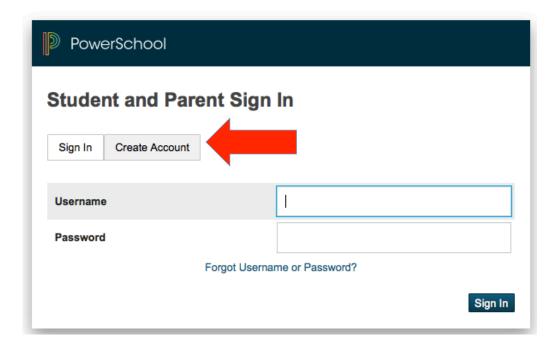
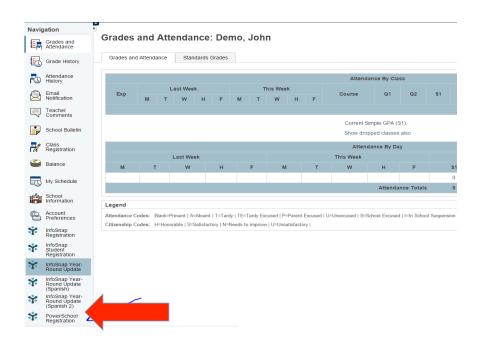
PowerSchool Registration Workflow

In order to ensure that families are properly accessing PowerSchool Registration from the Parent Portal the school has put together a workflow that provides the base line steps needed in order to access and successfully submit a registration form.

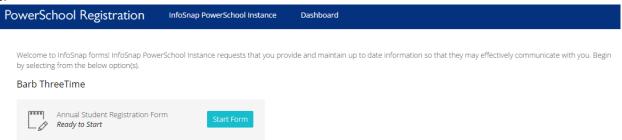
The first step that needs to be taken when accessing registration is to log in to the PowerSchool Parent Portal (https://ps.stjohnsea.org/public/home.html). If you have an account, enter your username and password. If you have never used PowerSchool, select the "Create Account" tab and follow the prompts. You will be asked to enter your child's Access ID and Access Password once you have created an account.



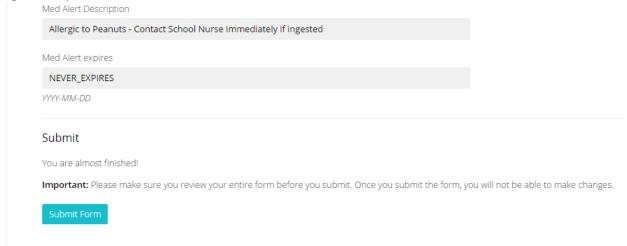
To access the registration forms select the PowerSchool Registration option on the bottom left hand corner of the Parent Portal page.



Once you have selected the PowerSchool Registration Icon you will be taken to a page to select the registration you would like to access. This page should display the form that you will need to access to complete the registration process.



After selecting Start Form you will be directed to the form that needs to be completed. Fill out all required information in the form. Scroll to the bottom of the form upon completion, and select the "Submit Form" option. Log out - this will complete the registration process.



If you have additional students, go back to your start/navigation page and select the next student and repeat the process. You will see all students linked with your account across the top of the page.

