

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.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

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

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- InfoSnap Registration
- InfoSnap Student Registration
- InfoSnap Year-Round Update
- InfoSnap Year-Round Update (Spanish)
- InfoSnap Year-Round Update (Spanish 2)
- PowerSchool Registration**

Grades and Attendance: Demo, John

Grades and Attendance Standards Grades

Exp	Last Week					This Week					Course	Q1	Q2	S1	
	M	T	W	H	F	M	T	W	H	F					

Current Simple GPA (S1):
Show dropped classes also

Last Week					This Week					S1
M	T	W	H	F	M	T	W	H	F	
										0
Attendance Totals										0

Legend

Attendance Codes: Blank=Present | A=Absent | T=Tardy | TE=Tardy Excused | P=Parent Excused | U=Unexcused | S=School Excused | H=In School Suspension
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory

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.

PowerSchool Registration InfoSnap PowerSchool Instance Dashboard

Welcome to InfoSnap forms! InfoSnap PowerSchool Instance requests that you provide and maintain up to date information so that they may effectively communicate with you. Begin by selecting from the below option(s).

Barb ThreeTime

Annual Student Registration Form
Ready to Start [Start Form](#)

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.

Med Alert Description

Allergic to Peanuts - Contact School Nurse Immediately if ingested

Med Alert expires

NEVER_EXPIRES

YYYY-MM-DD


Submit

You are almost finished!

Important: Please make sure you review your entire form before you submit. Once you submit the form, you will not be able to make changes.

[Submit Form](#)

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.



Wyatt **Charlotte**

Navigation

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- School Bulletin

Grades and Attendance: I

Grades and Attendance Standards Grades

Exp	Last Week		
	M	T	W
HR(A-E)	P	P	P
TEC(A-E)			