



CEDAR VALLEY
CATHOLIC SCHOOLS

Powerschool E-Registration Parent Guide

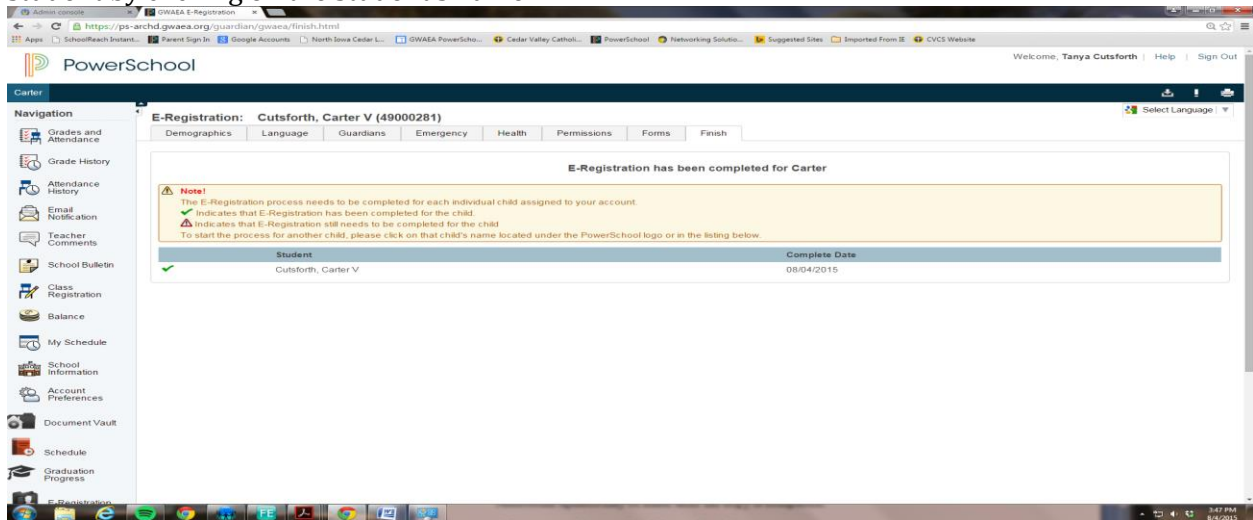
Parents,

E-Registration is the new online process of updating & completing your students' 19-20 school year information. Below is the process of updating the information and creating an account for first time users.

Please go to the Parent PowerSchool log in page: <https://archd.powerschool.com/public>
In the Login box enter your **User Name** and **Password**, click **Submit**.

First time user, click on **Create Account** tab, fill in all boxes and create **Username** and **Password**. Add each **Student Name**, **Access Id**, **Access Password**, and **Relationship** for each label provided.

The PowerSchool Parent Portal screen will display. Each of 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.



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.**

Parent/Guardians will be taken through eight steps to complete the following updates:

- Demographics (screen 1)
 - Student – address, phone numbers, etc.
- Language (screen 2)
 - Language information required by the state to be gathered from every student.
- Guardians (screen 3)
 - Parent – address, phones, employer, etc.
- Emergency (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
- Forms (screen 7) NA for CVCS
- Finish (screen 8)

After completing one student, parent/guardian(s) have the opportunity to copy address and phone data to another student. **All steps must be completed for each student.**

Building Administrative Assistants will review every change request and provide final approval for updates into PowerSchool. Thank you for participating in Electronic Registration!