Dubuque COMMUNITY SCHOOLS

2017-2018 eREGISTRATION INSTRUCTIONS

PowerSchool is the Dubuque Community School District's official student information system and is designed to give you online access to resources from the school district.

The eREGISTRATION function serves two purposes:

1. Register your new and returning student(s) for school each year.
2. Update information for your student(s) during the school year.

To use eREGISTRATION, you must have a PowerSchool account and internet access.

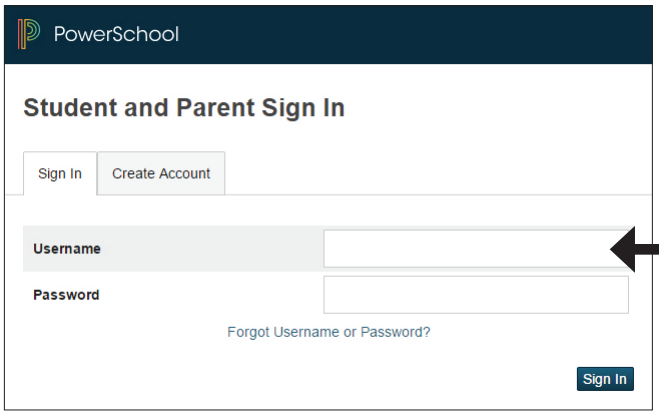
The following instructions will take you through the steps of registering your student.

QUICK and CONVENIENT

You can register your student(s) any time, day or night, from any computer with an internet connection.

GET STARTED

1. Open your web browser and go to **www.dbqschools.org/registration**.
2. Click on the REGISTER NOW! link to open the PowerSchool parent portal.



LOG IN

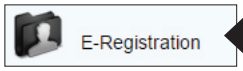
3. Sign in using your PowerSchool username and password.

NOTE: If you don't have an account, you can easily create one by selecting "Create Account." To do so, you will need the Access ID and Password of each student for whom you'd like to register. Contact your student's school if you do not have this information.

SELECT YOUR STUDENT

4. Once you're logged into PowerSchool, each of the students attached to your account will display in the dark blue bar at the top of the screen. Choose the student you want to register by clicking the student's name.

OPEN eREGISTRATION

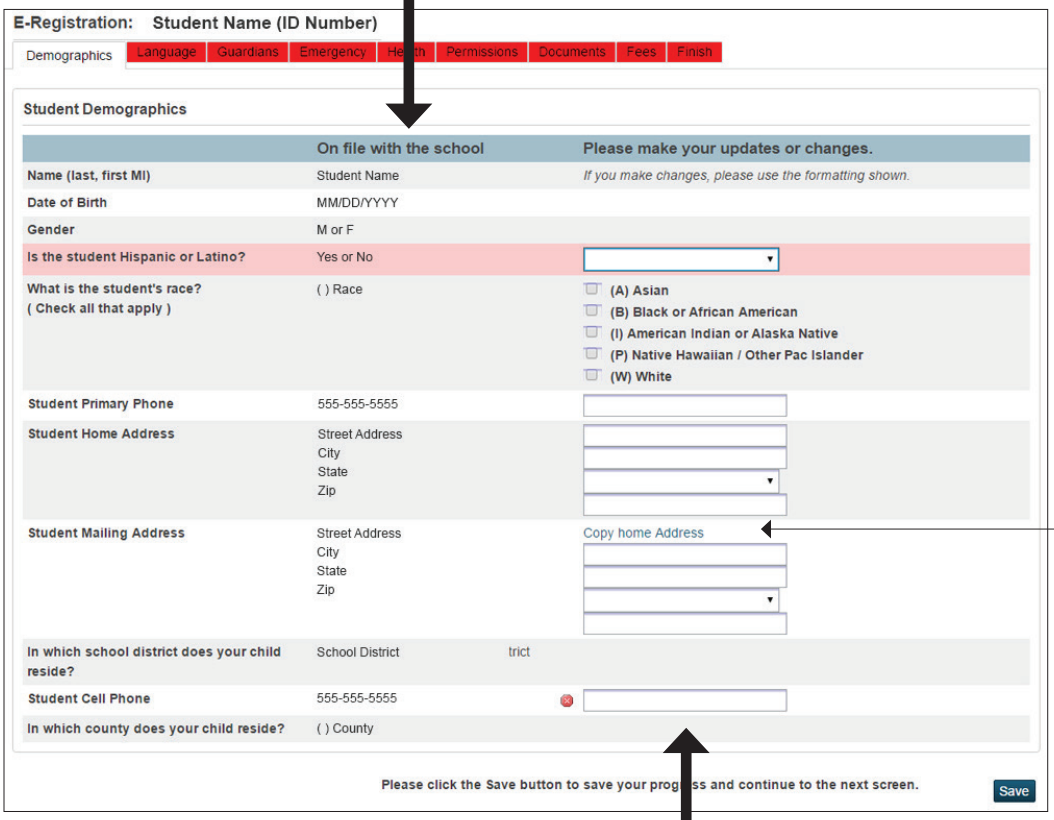


5. With a student selected, click on the eREGISTRATION link on the left side of the screen.

TAB 1

VERIFY STUDENT DEMOGRAPHICS

6 In the middle column, review the information already on file with the school. This information pertains to the student whom you are registering.



NOTE: If you make a change to the home address, you may click the **copy home address** link to update the student mailing address with the same information.

7 Make any updates or changes to the information in the right column.

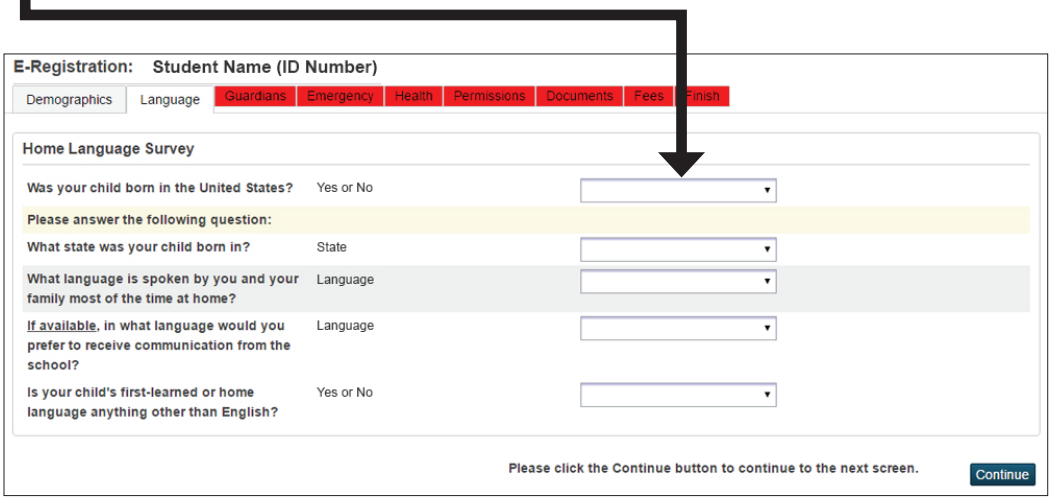
8 Once all information is verified and/or updated, click the SAVE button.

» You must click the Save button to move to the next screen.

TAB 2

VERIFY HOME LANGUAGE

9 Make any updates or changes to the information in the right column.



10 Once all information is verified and/or updated, click the CONTINUE button.

» You must click the Continue button to move to the next screen.

TAB 3

VERIFY GUARDIAN INFORMATION

11 Make any updates or changes to the information in the right column.
NOTE: If you made changes to information on TAB 1, you may have to re-enter the same information on this screen if applicable to the legal guardians.

E-Registration: Student Name (ID Number)

Demographics | Language | Guardians | Emergency | Health | Permissions | Documents | Fees | Finish

Parent/Guardian Information

Email		
Primary Parent/Guardian Email Address(es)	Email Address	** Separate multiple email addresses with a comma.
Primary Parent with whom the Student Lives (Parent Contact 1)		
First Name	First Name	
Last Name	Last Name	
Relation to student	Relationship	
Primary Phone	555-555-5555	XXX-XXX-XXXX
Work Phone	555-555-5555 x55555	XXX-XXX-XXXX
Cell Phone	555-555-5555	XXX-XXX-XXXX
Email	Email Address	
Home Address	Street Address City State Zip	
Employer	Employer	
Student Lives With	Yes or No	
2nd Parent Information (Parent Contact 2) (Click to Remove All Data)		
First Name	First Name	
Last Name	Last Name	
Relation to student	Relationship	
Primary Phone	555-555-5555	XXX-XXX-XXXX
Work Phone	555-555-5555 x55555	XXX-XXX-XXXX
Cell Phone	555-555-5555	XXX-XXX-XXXX
Email	Email Address	
Home Address	Street Address City State Zip	
Employer	Employer	
If the student DOES NOT live with this parent, does the parent wish to receive school mailings?	Yes or No	

NOTE: Emails listed in this field will be used for the district's messaging and alert system.

You may enter multiple addresses, but they must be separated by a comma to be valid.

CONTINUED ON NEXT PAGE »

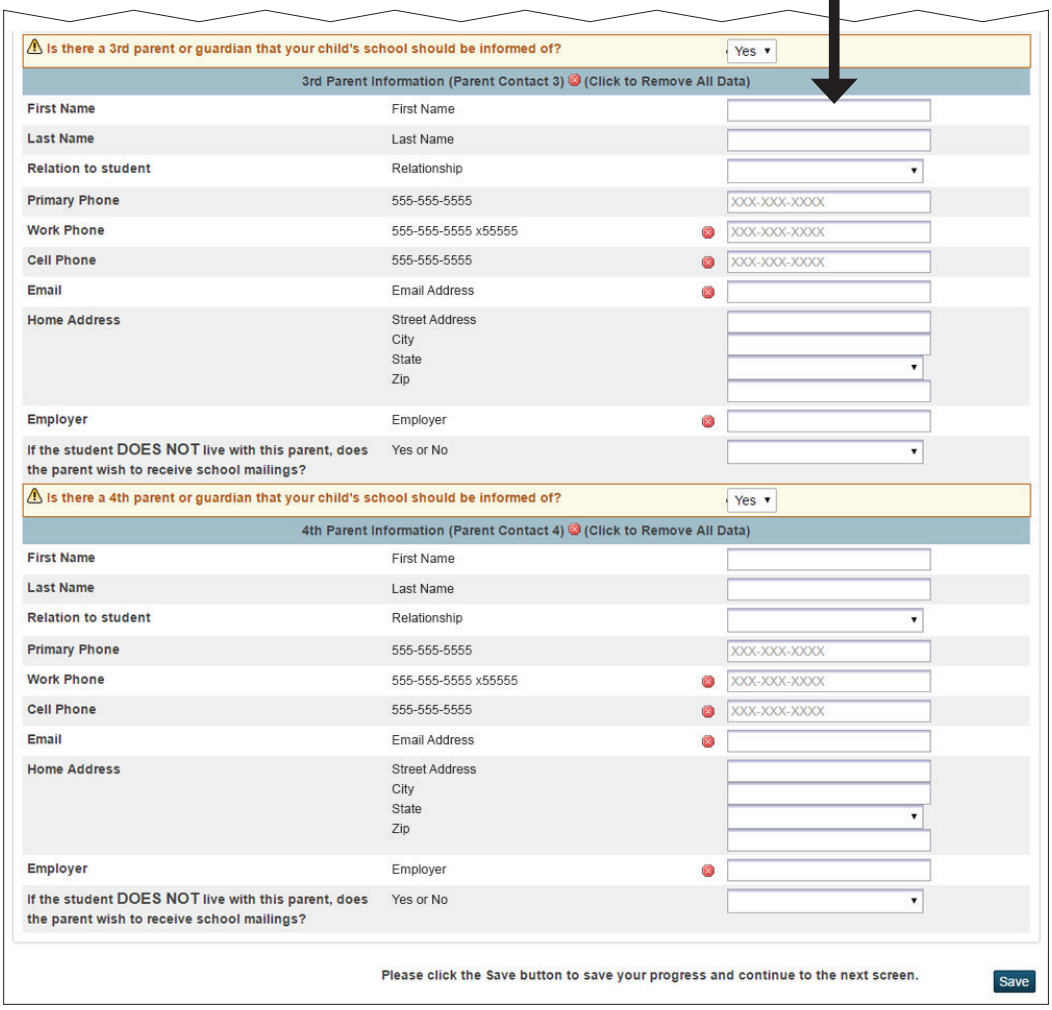
TAB 3 continued

VERIFY INFORMATION FOR OTHER ADULTS IN THE HOUSEHOLD (NOT EMERGENCY CONTACTS)

12 If there are no additional adults in the same household as the student, click the SAVE button and skip to step 15 on the next page of this packet.

If there are additional adults in the same household as the student (i.e. stepparent, grandparent, etc.), change the dropdown menu to select YES and move to the next step.

13 Make any updates or changes to the information in the right column.
NOTE: If you made changes to information on TAB 1 and 2, you may have to re-enter the same information on this screen if applicable to the other adults.



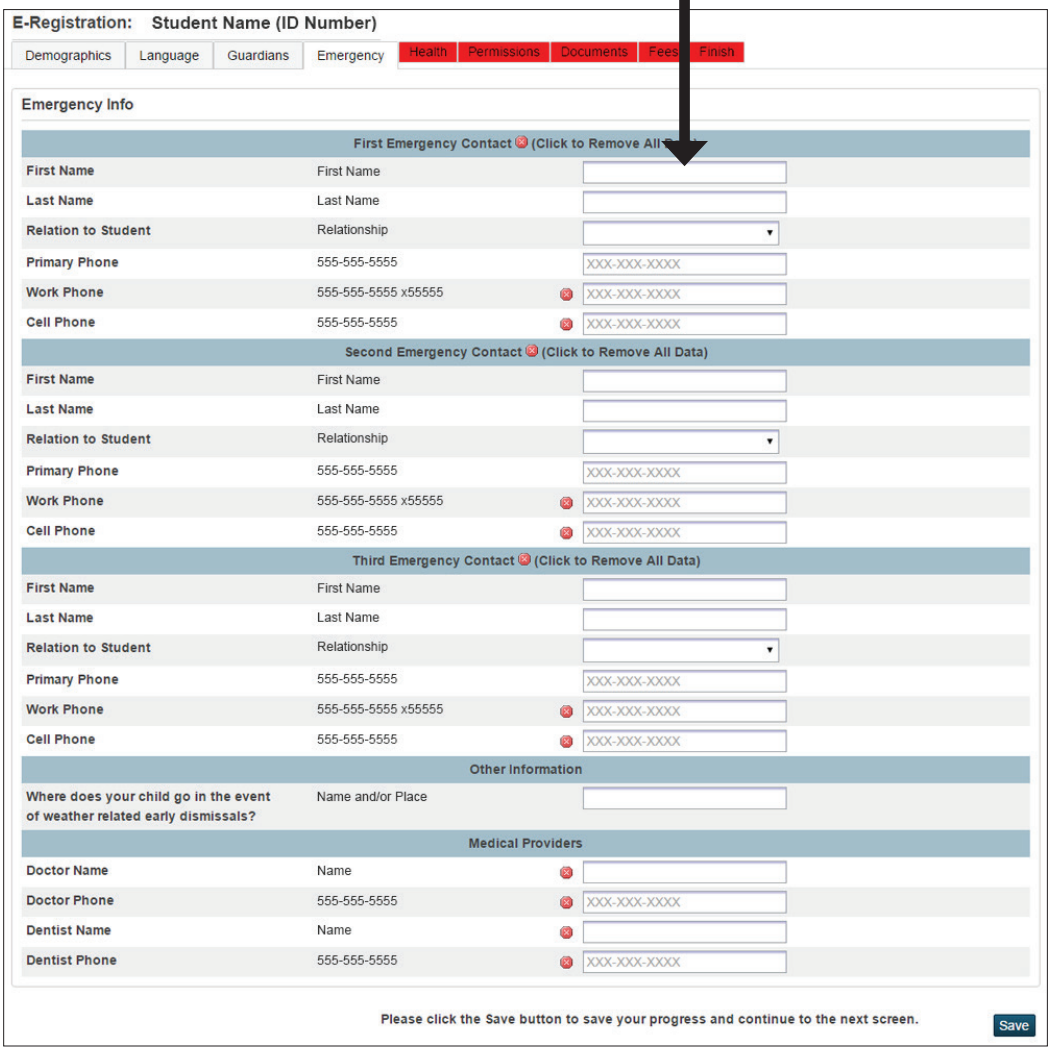
14 Once all information is verified and/or updated, click the SAVE button.

» You must click the Save button to move to the next screen.

TAB 4

VERIFY EMERGENCY CONTACTS, MEDICAL AND OTHER INFORMATION

15 Make any updates or changes to the information in the right column.
NOTE: These contacts will be used if the parent/guardian(s) cannot be reached in an emergency.



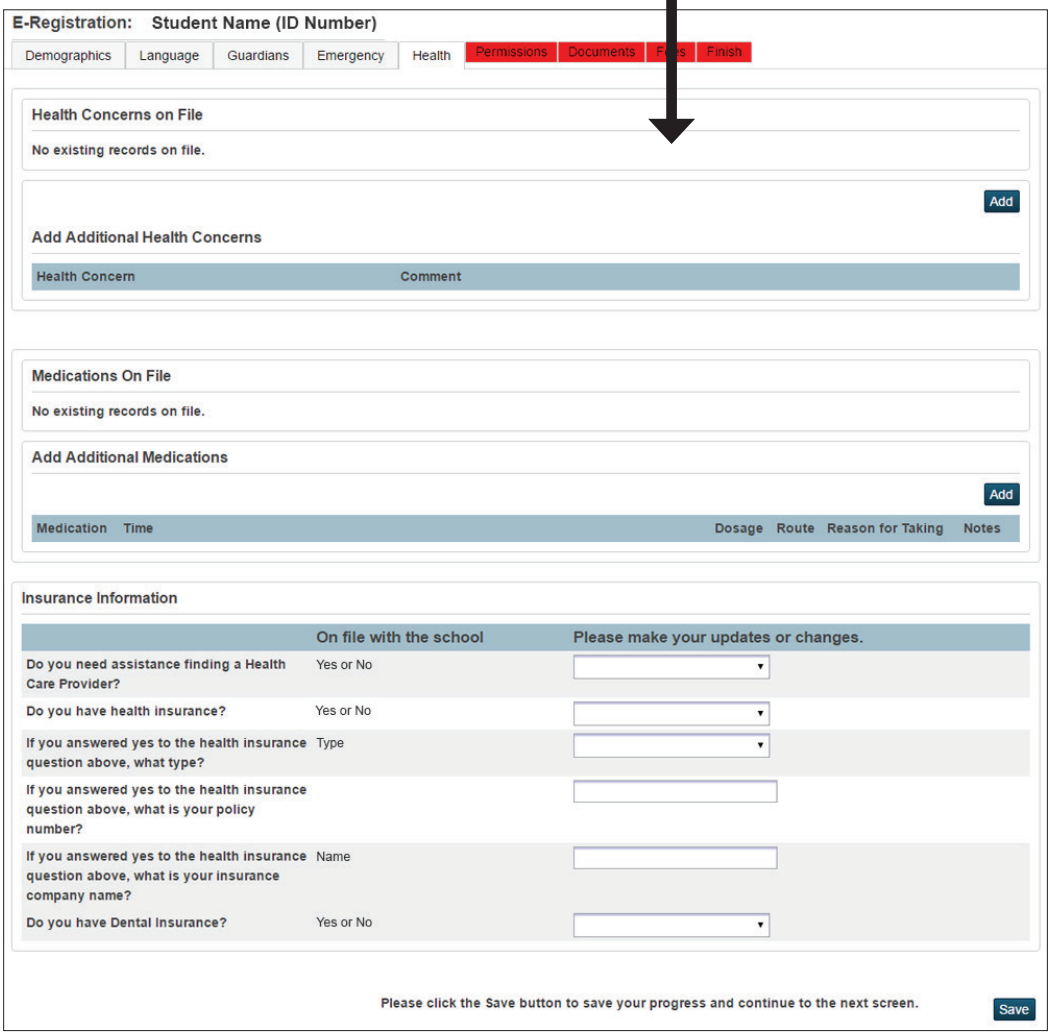
16 Once all information is verified and/or updated, click the SAVE button.

» You must click the Save button to move to the next screen.

TAB 5

UPDATE YOUR STUDENT'S HEALTH RECORD

17 Review the information already on file with the school and make any necessary updates.
NOTE: This information will only be shared on a need-to-know basis.



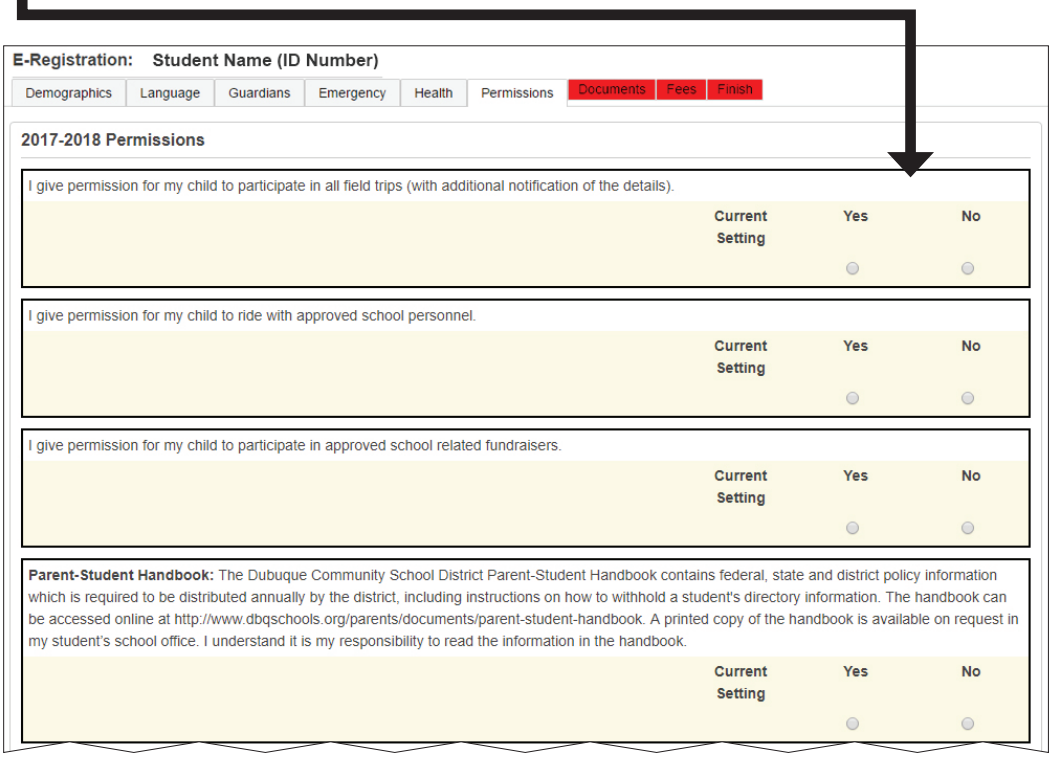
18 Once all information is verified and/or updated, click the SAVE button.

» You must click the **Save** button to move to the next screen.

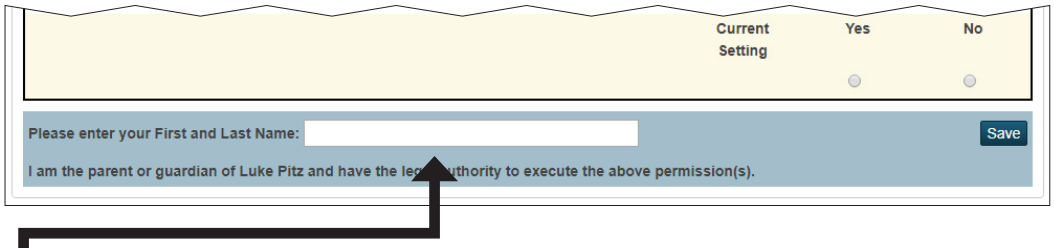
TAB 6

COMPLETE PARENT PERMISSIONS

19 Select the appropriate option for each statement.



There are additional permissions on this page, so be sure to read and complete each one listed on this page.



20 Enter your first and last name at the bottom of the screen.

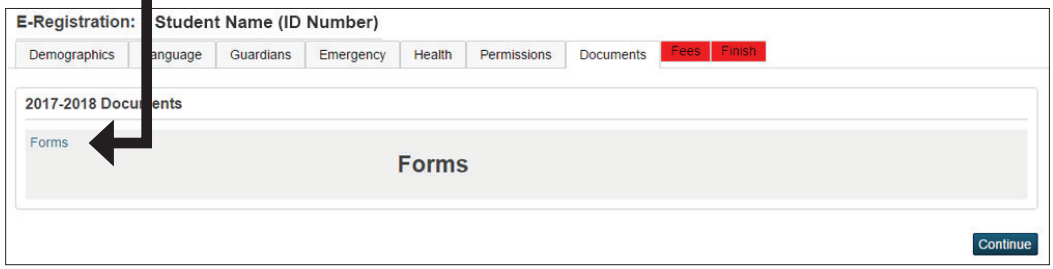
21 Click the SAVE button.

» You must click the Save button to move to the next screen.

TAB 7

REVIEW REQUIRED AND OPTIONAL FORMS

22 Click on the FORMS link to download and complete required and optional forms.



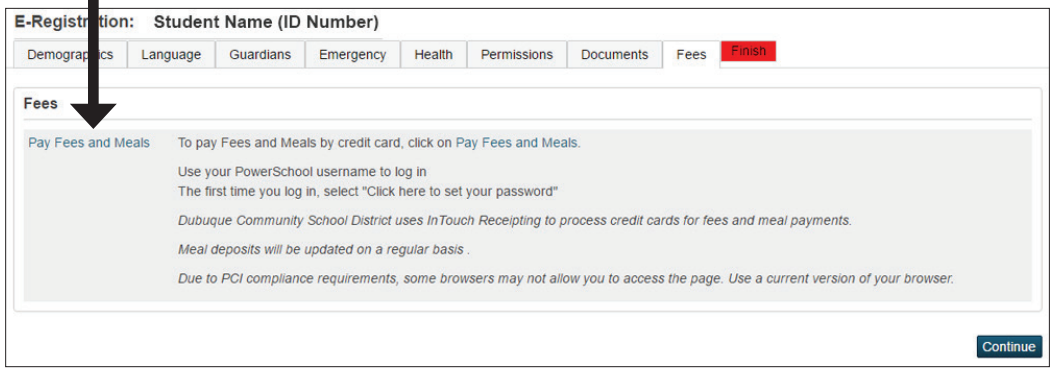
23 Click the CONTINUE button.

» You must click the Continue button to move to the next screen.

TAB 8

PAY FEES ONLINE

24 Click on the PAY FEES AND MEALS link to pay online, if you haven't already done so.

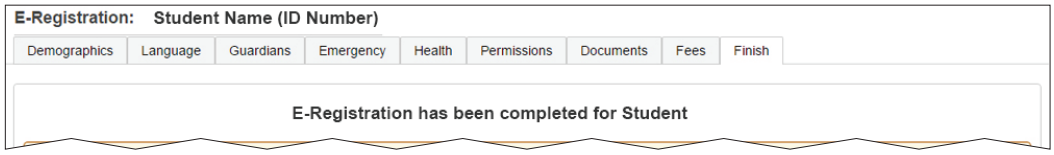


25 Click the CONTINUE button.

» You must click the Continue button to move to the next screen.

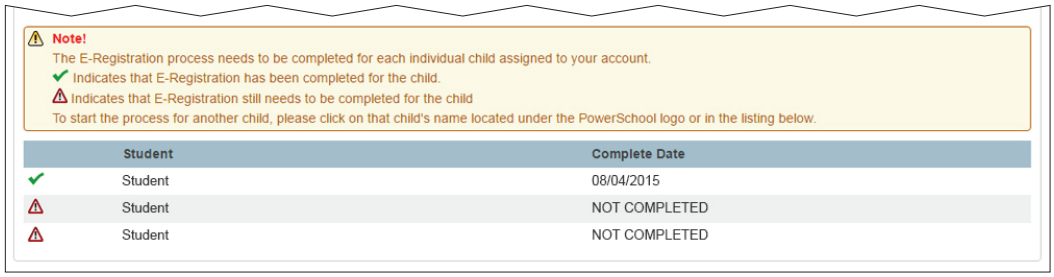
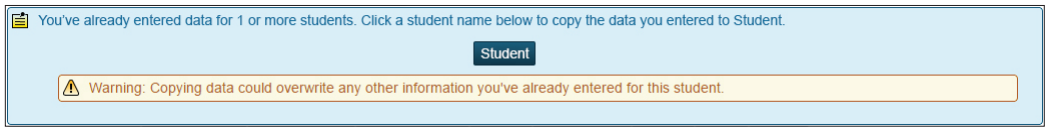
TAB 9

eREGISTRATION PROCESS COMPLETE!



NEED TO REGISTER ANOTHER STUDENT?

If there are additional students in the same household, those students will be listed as shown below. To start the eREGISTRATION process for another student, please click on that student's name.



After completing eREGISTRATION for one student, you will have the option to copy addresses and phone data to other students in the same household. This option will be presented on the DEMOGRAPHICS, GUARDIANS and EMERGENCY screens.