Johnstown-Monroe Local Schools PowerSchool Annual Updates Step Sheet
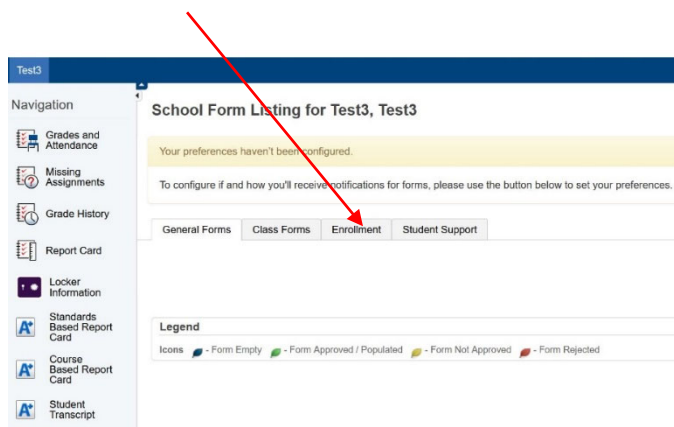
1. Open an internet browser and enter http://johnstown.powerschool.com/public in the address bar or navigate to the Johnstown-Monroe Local School District website (www.johnstown.k12.oh.us) website and click on PowerSchool under Quick Links.
2. Log in to your PowerSchool Parent Portal account. (If you do not have a PowerSchool Parent Portal account, go to PART III below to create an account).
3. Click on the **Forms** icon on the left-hand side of the screen.
4. Select the **Enrollment** tab at the top.

5. Complete required returning student **forms A-G**. After each section, please click the Submit button to save your data and advance to the next section. If the form submission was successful, a pop-up window will open thanking you for the submission. Make sure you complete all required forms.
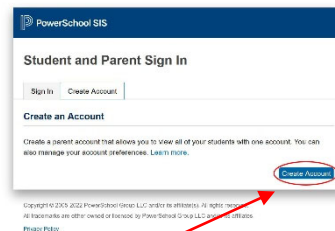

6. Once you have submitted **forms A-G**, you are finished with your returning student forms and updates unless you need to update your address**.**
7. Complete the Returning Student Change of Address form L **only** if you need to change the address we have on file.
8. Please complete the returning student forms for each additional child currently enrolled, by clicking their name(s) at the top of the PowerSchool Parent Portal account and navigating to the **Forms** Section. You do not need a separate PowerSchool Parent Portal account for each student. If you need to link another student to your account, follow the steps below in Part II.

Part II - Adding Additional Students to your PowerSchool Parent Portal Account (only complete this step if you need to add additional students to your account).
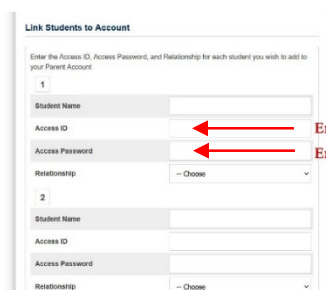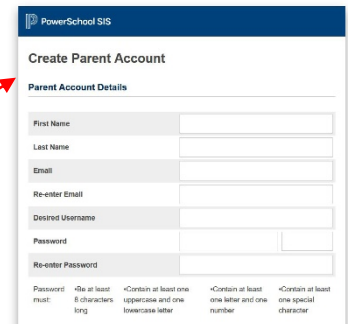
1. Sign into your PowerSchool parent portal account.
2. Click on Account Preferences on the left menu.
3. Under Account Preferences, click on the Students tab.
4. Now click on the Add + button and enter the Access ID and password for your student provided by your school or district.

PART III - PowerSchool Parent Portal Account Creation (only complete this step if you do not have an existing PowerSchool account.

1. Open an internet browser and enter http://johnstown.powerschool.com/public in the address bar.
2. Click on the **Create Account** tab as pictured below.

3. Click on the **Create Account** button at the bottom of the box.

4. Create the Parent Account. Type in your First Name, Last Name and Email Address in the fields provided. Create a Username and Password of your choice. It is important you keep your username and password secure.

5. Link students to your account. Enter your child's name in the Student Name field. In the Access Id field, enter your Confidential ID and your Password. Please contact your child's Access ID and Confidential ID.

6. Select the Relationship that **you have to the student** from the drop-down menu. Repeat this process to add other students to your parent account.

7. Click **enter** at the bottom of the screen and you should see a message indicating that your account was created. Check your email for a verification message and click the link within the email to sign into your PowerSchool account within 24 hours of receiving the message.