Johnstown-Monroe Local Schools PowerSchool Annual Updates Step Sheet

- 1. Open an internet browser and enter <u>http://johnstown.powerschool.com/public</u> in the address bar or navigate to the Johnstown-Monroe Local School District website (<u>www.johnstown.k12.oh.us</u>) 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).

Forms

- 3. Click on the **Forms** icon on the left-hand side of the screen.
- 4. Select the **Enrollment** tab at the top.

	\mathbf{X}	
Test3		
lavigation	School Form Listing for Test3, Test3	
Grades and Attendance	Your preferences haven't been configured.	
Missing Assignments	To configure if and how you'll receive polifications for forms, please use the button below to set your preferences.	
Grade History	General Forms Class Forms Enrolment Student Support	
Report Card	The second	
Locker Information		
A Standards Based Report Card	Legend	
A* Course Based Report Card	Icons 💣 - Form Empty 👩 - Form Approved / Populated 👩 - Form Not Approved 🍘 - Form Rejected	
Student Transcript		

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.

Returning Student	
A. Returning Student Contacts Update	Empty
B. Returning Student Free and Reduced Price Lunch	Empty
C. Returning Student Migrant Worker and McKinney-Vento Act Questionnaire	Empty
D. Returning Student Emergency Medical Authorization	C Empty
E. Returning Student Health History and Medications	Empty
F. Returning Student Transportation	Empty
G. Returning Student Agreements	🟉 Empty
L. Returning Student Change of Address (Only Complete if You Have a Change of Address)	Empty

- 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.

Student and	Parent Sign In	
Sign In Create A	ecourt	
Usemane	-	
Password		
	Forgot Usemanne or Password?	
		Stars In

Powe	PowerSchool SIS				
Student and Parent Sign In					
Sign In	Create Account				
Create a	in Account				
Create a pa also manag	erent account that allows you to view all of your students with one a pe your account preferences. Learn more.	coount. You can			
Capaget 6 2 Al Incensels	553 2522 PowerSchool Genze LLC and/or recalitances) N lights reco-				

Create Parent Account

- 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.

ink Students to Account			-
Enter this Access ID, Access Pass your Parent Account	word, and Relationship for each student you wish to add	ło	
1			
Student Name			
Access ID	→ → → → → → → → → → → → → → → → → → →		Enter Confidential ID from school letter
Access Password			Enter Password from school letter
Relationship	- Choose	۷	
2			
Situdent Name			
Access ID			
Access Password			
Relationship	- Choose	v	

- 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.