E-Registration

If you have not logged on to Powerschool to create a parent account please see the step by step instructions listed below. This is required for every student this year and it is very important that we have this information as soon as possible. If you have any problems or questions please call the school @ 683-4035.
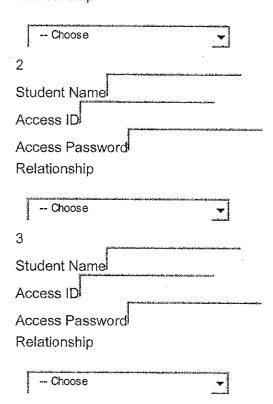
1. Go to the Tri County School website, www.tricountyschools.org
2. Click on Powerschool, it is on the yellow menubar
3. There is a PowerSchool logo, choose Parent and Student login and click on Enter.
4. Click on the "Create an Account" beside the "Sign In" then select the blue button on the bottom of the screen that says "Create Account"

The next screen will look like this:

Create Parent Account

First Name _____ *List parent name here.

Last Name _____

Email _____

Desired Username _____ *This is whatever you choose to use.

Password _____

_____ * This is your personal password that you choose.

Re-enter Password _____

Password must:

•Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name _____

Access ID _____ * This is listed on the letter you received in the mail.

Access Password _____ *This is listed on the letter you received in the mail.

Relationship

| -- Choose ▼ |

2

Student Name

Access ID

Access Password

Relationship

| -- Choose ▼ |

3

Student Name

Access ID

Access Password

Relationship

| -- Choose ▼ |

5. Please make sure you put in each child with their ID and Password.

6. You will get a message if you successfully created an account, if you did not it will tell you it was not successful. If it failed, try putting in your student's ID & password again to make sure you entered it correctly.

7. Once you have successfully created an account you will need to log in to begin.

8. Scroll down on the left side of the page and select E-Registration. There will be a red menu bar across the top with the following titles, Demographics, Guardians, Emergency, Health, Permissions and Finish.

9. Start with the Demographics tab, review all the information that is listed and make any necessary corrections. If all the information is correct, select "Save" at the bottom of the screen and it will automatically take you to the next screen. Do the same steps with the Guardian tab, and select "Save" at the bottom again to go to the next page.

10. On the "Emergency" page please list the names and numbers of three adults other than parents we can call in case of an emergency. Parents will be contacted first so please list

other names that we can call if we cannot reach parents or guardians. Also list your medical doctor and dentist including their phone numbers. Select "Save" at the bottom again to proceed to the "Health" tab. Please complete any medical considerations and also list any allergies. Select "Save" at the bottom to continue.

11. The next page is the "Permissions" tab. If you click on the Blue lettering that says "Elem Handbook" you will be able to review the handbook. Once you have looked at the handbook, mark that you have read. Below that is a place to put your signature in stating you have read the handbook, then select "Save" to go to the last page to Finish.

You have now completed the necessary information for your child, if at any time you need to update any information you can log on at any time to make the changes. Thank you for your time.