PowerSchool Parent Portal Log In Instructions and Student Registration

Directions for Logging In:

1. Open a web browser to the PowerSchool Parent Portal using this web address: <u>https://ahcs.powerschool.com/public</u>

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2. You will need to log in to the system by entering your username and password and clicking the **Sign In** button located on the bottom right hand corner.

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3. Once inside your Parent Portal, you may switch between each of your students by clicking on their names at the top left hand corner.

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School Bulletin															

Direction for Registration:

Registration will take place within the Parent Portal. You will need to do the following steps for each of your children you are registering for school.

1. In the Parent Portal you will have menu bar on the left hand side of the screen. On this menu bar please click on **Forms** for your first student you will be registering for school.

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Class Registration											

2. In the "**Form Section**," please fill out each form that is listed in this section. You can open each form by clicking on the blue hyperlink.

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3. Please review the information you find within the form and update any information that may have changed or needs added. Then click submit.

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Grades and Attendance	Emergency Contacts Enter contact information for three (3) people other than	the student's parents/guardians who should be contacted in case of an emergency involving the student if the school	•
Attendance History	is not able to reach the student's parents/guardians. Contact 1 Name * Mouse, Minnie	Contact 1 Relationship to Student *	i
Teacher Comments	Contact 1 Phone * 5555555555	Contact 1 Phone Type *	
School Bulletin Class Registration Balance	Contact 2 Name Mouse, Mickey	Contact 2 Relationship to Student	
My Schedule School Information Account Sectoreman	Contact 2 Phone	Contact 2 Phone Type	
District Code WJFF Download on the App Store	Contact 3 Name Last, First Contact 3 Phone	Contact 3 Relationship to Student	
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4. When you get the green check mark stating form submitted, please click on **Forms** and continue steps two and three for each form that is listed or click on the tabs at the top for each enrollment category. When you have finished all of forms and have more students to enroll, find

your next child's name at the top left hand side and click their name to enter their screen and follow steps one through three to register them.

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Alerting	A. Student Demographics	B. Student Address	D. Student Contacts	E. Health Information	F. Health Authorizations	J. Residence Survey	L. AHCS Permiss
SwiftReach SwiftK12			There are no	previous responses to thi	is form.		
Navigation	O. Acknowledgment of Com	pletion					~ ≜ ⇔
Grades and Attendance	This is the final page of the en	onnent process.					
Grade History	I have received the followin Parent/Student Handbook	ıg: *					
Attendance History	○ I acknowledge receipt						
Email Notification	Acknowledgement of comp I, as a parent/guardian, have	letion * completed the following	forms for my student ac	curately and to the best o	f my knowledge:		
Teacher Comments	Student DemographicsStudent Address						
📝 Forms	Birth Verification Student Contacts						
School Bulletin	Health InformationHealth Authorizations						
Class Registration	 Home Language Survey Student Services History 						
Balance	Previous Enrollment and R Residence Survey	ecords Release					
My Schedule	Permissions/Agreements Home Readiness						
School	Parent Employment Surver O Lacknowledge	ý					

If you have any questions or need support, please call the school at (208)529-6570. Thank you.