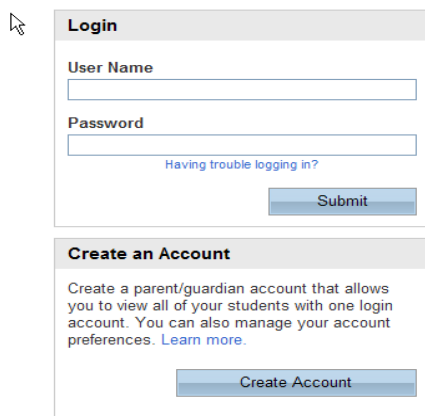# PowerSchool Parent Guide: eRegistration

Holy Family Catholic Schools manages student information using the Web-based system PowerSchool. Once you have an account set up, all you have to do is keep it updated, either at the start of each school year or whenever student information changes. This makes student registration more efficient and flexible for you and Holy Family Catholic Schools.

To Update Student Information:

1) Go to the PowerSchool Parent Sign-In page at **https://ps-holyfamily.gwaea.org/public/**.

2) Type in your username and password.

No Account? Forgot Your Login Info?

Email the name(s) and grade(s)
of your student(s) to
powerschool@holyfamilydbq.org,
and we will email you access IDs and
passwords.

3) You will be taken to the PowerSchool Parent Portal screen. Each of your children will be displayed in the bar below the PowerSchool logo (in the upper-left portion of the screen).

4) An icon labeled Grant Wood AEA Additional Features is located in the upper right-hand portion of the screen. Double click this icon, and you will be presented with a menu with three options.

5) Double-click the eRegistration icon.

6) When you double-click on the eRegistration icon, you will be shown the data that is currently on file for the selected student, whose name will appear in the center column of the screen. **You only need to enter changes for existing data that is incorrect.**

7) You will be taken through <u>nine</u> steps to collect updates for:
   - Student demographics (screen 1)
     o Address, phone numbers, etc.
   - Parent contact information (screens 2 and 3)
     o Address, phone numbers, etc.
   - Emergency contacts (screen 4)
     o Name, relationship, contact phone numbers, etc.
   - Medical information (screen 5)
     o Doctor names, phone numbers, hospital preference, etc.
   - Medical conditions (screen 6)
   - Permissions (screen 7)
     o Answer <u>all</u> permissions and type in first and last names at the bottom of the screen. This will be considered your signature.
   - Screen 8 will show the Holy Family General Forms page. This is a resource you can use as needed, or simply skip to screen 9.
   - Screen 9 will show additional steps. Skip these and click Finish.

<u>Important:</u>
You must go through all of these steps for each student you have at a Holy Family Catholic school. Once you are finished with screen 9, enter the account of your other student(s) and complete his or her file until you've updated all student accounts.

All updates go into a pending status until an on-site school secretary reviews every change request and provides final approval.

Please remember to update this information throughout the year if changes occur.

Thank you for using PowerSchool eRegistration!

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