

***A Guardian Guide to Online
Registration with PowerSchool
Parent Portal***

2018-2019

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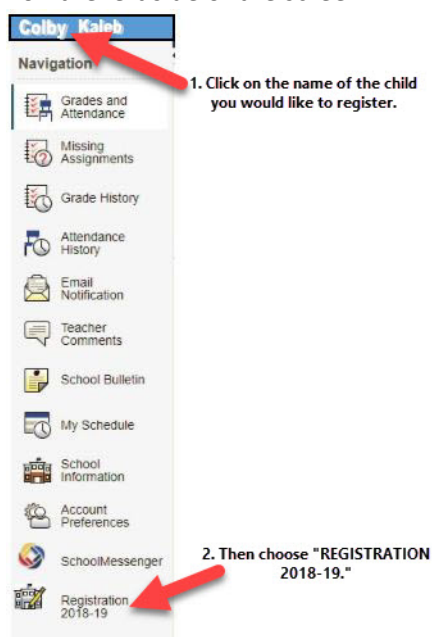
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How to Find Online Registration

1. Go to <https://powerschool.eastnoble.net> .
2. Or from www.eastnoble.net, run your cursor over the **PARENTS** link and then choose **REGISTRATION**. Once there, click on the **POWERSCHOOL PARENT PORTAL** link.

How to Register Online

1. After you arrive at the PowerSchool Parent Portal, enter the username and password associated with your account and click **SIGN IN**. (If you have never created a PowerSchool parent account or have forgotten your username and password, follow the instructions at the end of this document. *If you have never registered your child/children at an East Noble School, please visit the school which your child will attend to receive the information you need to register.*)
2. Choose the child you wish to register by clicking the name on the top of the screen. Then click **INFOSNAP REGISTRATION** on the left side of the screen.



3. You will be redirected to an introduction screen. Read the information carefully, and then click **NEXT**.
4. Much of your child's information should be filled in automatically. Double check all fields for accuracy.
 - a. **Student Information**
 - i. **STU-CURRENTSTATUS:** Choose "New Student" or "Returning Student."
 - ii. **LEGAL FIRST NAME:** Type in the first name of the student as it is shown on the birth certificate or passport.
 - iii. **MIDDLE NAME:** Type in the student's middle name as it is shown on the birth certificate or passport.

- iv. **LAST NAME:** Type in the student's last name as it is shown on the birth certificate or passport.
 - v. **PREFERRED NAME:** If the student goes by a nickname, type it in this field.
 - vi. **GRADE FOR 2016-2017:** Choose the grade level of the student as they begin classes this year from the drop-down menu.
 - vii. **SCHOOL FOR 2016-2017:** From the drop-down menu, choose the school your child will be attending.
 - viii. **DATE OF BIRTH:** Enter the child's birth date as it appears on the birth certificate or passport.
 - ix. **GENDER:** Click on the appropriate gender from the drop-down menu.
 - x. **LAST SCHOOL ATTENDED:** Enter the school the student attended last year.
 - xi. **DOES YOUR STUDENT RECEIVE SPECIAL EDUCATION SERVICES?** Answer yes or no as to whether or not your child receives services for special education.
 - xii. **HOME PHONE:** Enter the home phone number of your primary residence.
 - xiii. **CELL PHONE:** Enter the student's cell phone number, if he/she has one.
- b. **Residential Address:**
- i. **PHYSICAL STREET ADDRESS/CITY/STATE/ZIP:** Enter the physical address where the child lives.
 - ii. **MAILING ADDRESS/CITY/STATE/ZIP:** If your child's mailing address and physical address are different, type in the mailing address information.
- c. **Residency Information**
- i. **TEMPORARY/PERMANENT:** Choose the appropriate residence from the radio buttons.
 - ii. **LIVING SITUATION:** Choose which (you may choose more than one) of the situations the student currently resides in from the radio buttons.
 - iii. **SHARED HOUSING:** If you are living in shared housing, check all of the reasons that apply from the radio buttons.
 - iv. **STUDENT UNDER THE AGE OF 18:** Choose whether you are a student under the age of 18 and living without your parents or guardians from the radio buttons.
- d. **Residency and Educational Rights**
- i. Read the information concerning your rights and acknowledge you have received and understand the rights you are allowed by choosing **YES** from the drop-down menu.
- e. **Family Information**
- i. **PRIMARY RESIDENCE:** Indicate with whom the student primarily resides (parents, grandparents, etc.) by choosing from the drop down menu.
 - ii. **LEGAL BARRING:** Choose whether or not anyone is legally barred from seeing the student. If you choose **YES**, a box will pop up down below. Type in the name of the person who is barred. *Court documentation and a physical description must be provided to the school office.*
- f. **Military Information**
- i. **ACTIVE DUTY:** Indicate if the student is connected to an Active Duty military family.

- ii. **GUARD OR RESERVE:** Indicate if the student is connected to a Guard or Reserve military family.
- g. **Parent/Guardian 1 (Living at the same address as the student)**
 - i. **LEGAL FIRST NAME:** Type in the Parent/Guardian's legal first name.
 - ii. **LEGAL LAST NAME:** Type in the Parent/Guardian's legal last name.
 - iii. **SUFFIX:** From the drop down list, choose the desired suffix of Parent/Guardian 1.
 - iv. **RELATIONSHIP TO STUDENT:** Click on the Relationship drop-down and select Parent/Guardian 1's relationship to the student.
 - v. **CELL PHONE:** Enter Parent/Guardian 1's cell phone number.
 - vi. **WORK PHONE:** If employed, enter the work number of Parent/Guardian 1.
 - vii. **EMAIL ADDRESS:** Enter the email address that Parent/Guardian 1 uses for correspondence.
 - viii. **PLACE OF EMPLOYMENT:** Type in the name of the place Parent/Guardian 1 is employed at.
 - ix. **OCCUPATION:** Enter the occupation of Parent/Guardian 1.
- h. **Parent/Guardian 2 (Living at the same address as the student)**
 - i. Enter the same type of information as above concerning Parent/Guardian 2.
- i. **Parent/Guardian 3 (Co-Parent or non-custodial parent living at a different address as student)**
 - i. Enter the same type of information as above for Parent/Guardian 3. However, enter the mailing address as it pertains to this person.
- j. **Privacy Passcode--** Please provide a 4-digit number to give us an additional means of security on your child's information. This code will be used for times when you call in and need help with passwords, trouble-shooting registration problems, and any other times you need information that is considered secure. If you are not able to provide this passcode when calling for information and the secretary is not familiar with you, you will be asked to come in in person so that we can verify your identity and relationship to the student. Families with multiple guardians may request additional passcodes through building secretaries.
- k. **Sibling Information**
 - i. List the names, birth dates, ages, and relationships to the student being registered of any additional children in the home.
- l. **Religious Restrictions**
 - i. Enter any religious restrictions as they pertain to school activities in the box provided.
- m. **Non-parental Emergency Contact**
- n. **Enter up to three emergency contacts that can be used if a parent cannot be reached. Please list in the order of desired contact. These people may sign the child out of school because of illness, injury, or good cause. If the contact is a sitter, check the box immediately under the contact information. You may also enter special instructions for contact parents/emergency contacts in the box provided.**
- o. **Medical Information**
 - i. **FAMILY DOCTOR:** Enter the name of your child's primary physician.

- ii. **PHONE:** Enter the contact number of your child’s primary physician.
- iii. **INSURANCE:** Select whether or not your child has health insurance from the radio buttons.
- p. **Health Concerns:**
 - i. Check the boxes of any medical concerns your child has.
- q. **Medications:**
 - i. **MEDICATIONS AT SCHOOL:** Select whether or not your child needs medication at school. If you choose **YES**, boxes will appear below that will require you to enter the prescribing doctor and the phone number of this doctor. You have the ability to enter more than one medication here.
 - ii. **MEDICATIONS AT HOME:** Select whether or not your child needs medication at home. If you choose **YES**, boxes will appear below that will require you to enter the prescribing doctor and the phone number of this doctor. You have the ability to enter more than one medication here.
 - iii. **Medication Authorization Form:** In order for your child to be given medication at school at any point in the year if it is needed, you must give your electronic signature and type the date to indicate your approval.
- r. **Allergies:**
 - i. **ALLERGIES:** Choose whether or not your child has allergies from the drop-down menu. If you choose **YES**, boxes will appear below where you will enter the type of allergy, the reaction your child has, and the preferred treatment for the allergy should it be necessary. You have the ability to enter more than one allergy here.
- s. **Other Restrictions:**
 - i. **GLASSES REQUIRED:** Choose whether or not your child requires glasses by selecting the appropriate radio button.

Agreements and Signatures

Many of the agreements from East Noble School Corporation may be downloaded and saved by clicking on the underlined links of the agreements.

2018-2019 School Calendar

Click on underlined agreement links to open and save copies of them.

Please download the [East Noble School Corporation 2018-2019 School Calendar](#).

1. **2018-2019 SCHOOL CALENDAR:**
 - a. To save a copy of the calendar, simply click on the link **EAST NOBLE SCHOOL CORPORATION 2018-2019 SCHOOL CALENDAR**.
2. **INTERNET ACCESS:** Please choose whether your child has internet access at home or at the home of a close relative by choosing yes or no.
3. **TRANSPORTATION:** Enter whether or not your child needs transportation to and from school by choosing from the drop-down menu. The Transportation Department will use

your residential address for pickup/dropoff. If you need alternate arrangements, call 260-347-0095 or email kpatrick@eastnoble.net or cmertz@eastnoble.net.


- a. **BUS TRANSPORTATION POLICY:**
 - i. Download and read the **BUS TRANSPORTATION POLICY** by clicking on the link and saving it.
 - ii. Read the **SCHOOL BUS PROCEDURES FOR STUDENTS** by clicking on the link. Indicate your agreement by selecting I AGREE.
4. **CHILDREN AND HOOSIERS IMMUNIZATION REGISTRY PROGRAM (CHIRP):** Click on the link to the **COVER LETTER** to read information regarding CHIRP and download and complete a copy of the **CHIRP CONSENT FORM** if needed. Return the form to your child's school. Also read the **CHIRP PARENT INFORMATION** form.
5. **WEATHER POLICY:** Download the **WEATHER POLICY** by clicking on the link provided and save a copy if needed.
6. **DIETARY SUBSTITUTION:** Download and read the **DIETARY SUBSTITUTION LETTER** and save if needed.
7. **MEAL PRICES AND CHARGES:** Download and read the **MEAL PRICE AND CHARGE LETTER** and save if needed.
8. **FREE AND REDUCED LUNCH APPLICATION:** To apply for Free and Reduced lunches, please go to the East Noble School Corporation website after the registration process is complete and click on the link for the application in the scrolling list. This application may not be available immediately, so please check back over the coming weeks to apply. **Completing school registration does NOT register you for free or reduced lunches.**
9. **FOOD INFORMATION:** Click on the link entitled **MYPAYMENTPLUS** to learn how you can manage your child's meal plan online.
10. **EMERGENCY TREATMENT AGREEMENT:** Read the statement and agree by choosing **YES** from the drop-down menu.
11. **STUDENT HANDBOOKS:** Click on the link of your child's school's handbook to download and save a copy. Select **YES** from the drop-down menu to indicate you have read it.
12. **TEXTBOOK RENTAL AND ASSOCIATED FEES CONTRACT AGREEMENT—**Read the statement and agree by choosing **YES** from the drop-down menu.
13. **INTERNET RESPONSIBLE USE POLICY:** Click on **INTERNET RESPONSIBLE USE POLICY** to download and read ENSC's Responsible Use Policy. Select **YES** from the drop-down list to indicate your agreement.
14. **HUMAN SEXUALITY INSTRUCTION:** As part of recent changes to Indiana law, parent/guardians must be provided a written consent opportunity prior to instruction related to the topic of human sexuality. As part of your child's education, instruction on topics related to human sexuality are part of the curriculum. Please read the information carefully and select whether you grant or deny your permission.
15. **LAPTOP/IPAD THEFT AND VANDALISM COVERAGE**
 - a. If you are interested in purchasing voluntary laptop or iPad theft and vandalism insurance, click on **ENSC THEFT AND VANDALISM INSURANCE** form to download a copy of the form. Return the form to your child's school by August 31, 2018.
16. **STUDENT/PARENT DEVICE AGREEMENT:**
 - a. Read the information concerning your child's iPad and laptop.

- b. Select **YES** from the drop-down menu to indicate that you have read and understand the terms.
 - c. You may also click on **STUDENT/PARENT DEVICE AGREEMENT** for a hard copy of this agreement.
17. **CHILDREN'S ONLINE PRIVACY PROTECTION:** Click on the link to the **CHILDREN'S ONLINE PRIVACY PROTECTION LETTER** and read and review the East Noble's COPPA policy. Select **YES** or **NO** from the drop-down menu.
 18. **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:** Click on the link to the **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)** document to read and review East Noble's FERPA policy. Select **YES** or **NO** from the drop-down menu.
 19. **CONCUSSION ACKNOWLEDGEMENT:** Read the statement regarding concussions. Then click the links **HEADS UP—A FACT SHEET FOR PARENTS, SUDDEN CARDIAC ARREST: A FACT SHEET FOR PARENTS, IHSAA CONCUSSION POLICY, and SUDDEN CARDIAC ARREST: A FACT SHEET FOR ATHLETES** and read and download a copy of the policies. Then indicate your understanding of the policies by selecting **YES** from the drop-down menu. The student athlete also needs to indicate an understanding of the policy by clicking **YES** from the drop-down menu.
 20. **EXTRACURRICULAR DRUG TESTING:** Click on the link to download and read the **EXTRACURRICULAR ACTIVITIES DRUG TESTING PROGRAM** for students in grades 9-12. Indicate your agreement by clicking **YES** from the drop-down menu.
 21. **MENINGITIS:** Download and read **MENINGITIS LETTER** by clicking on the link. Indicate your understanding by clicking **YES** from the drop-down menu.
 22. **PEST CONTROL/ASBESTOS:** Click **PEST CONTROL/ASBESTOS NOTICE LETTER** to download and read the policy. Then select **YES** from the drop-down menu to indicate your understanding.
 23. **Electronic Signature: Your electronic signature is treated like a handwritten signature by East Noble School Corporation. Please agree that the information you have provided is true and type the names of the parent/guardian and the date of the submission.**
 24. You will then be asked to review the information you have provided and fill in any required fields that you did not complete. Once you feel your information is correct and complete, click **SUBMIT** at the bottom of the page.

TO COMPLETE AN ENROLLMENT FOR ANOTHER STUDENT

This process must be completed for each child attending East Noble School Corporation. To begin another Registration, please return to the PowerSchool Parent Portal (<https://powerschool.eastnoble.net>) and select your next child. Once you have chosen **INFOSNAP ENROLLMENT** again, it will then ask you if you would like to transfer the information from your first child to the second child. Select **YES** if you would like the majority of the information transferred over. Then click **CONTINUE**.

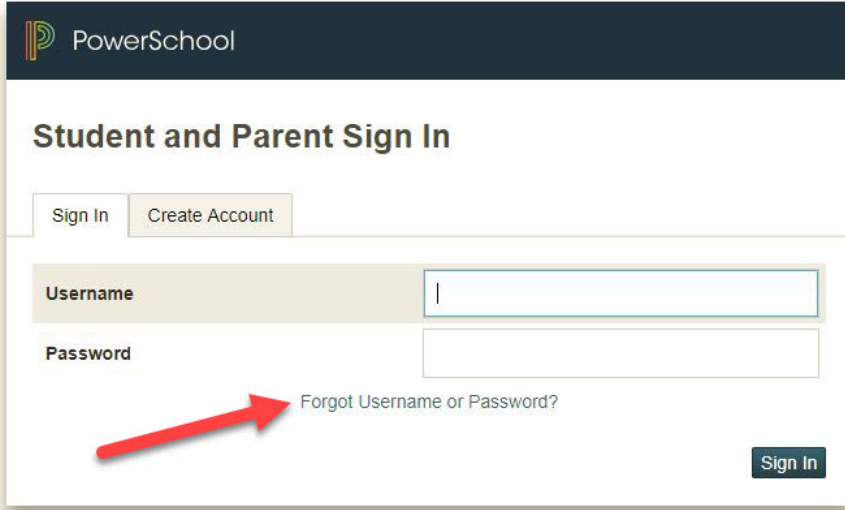
Select **YES** if you would like the information from your first child transferred over to your second child to speed up the enrollment process.



The screenshot shows a web form titled "Enrollment". The text on the page reads: "You've previously submitted the Enrollment for Colby. * If you are not Joanna (jock@eastnoble.net) click here. InfoSnap can make the process for Kaleb easier by snapping available information from your previously submitted form. You may still change the information needed. This is just a way to ease the process. Please make your selection below and click the Continue button." Below this text are two radio buttons: "Yes, please snap available information" (which is selected) and "No thanks". A "Continue" button is located below the radio buttons. A red arrow points from the top text to the selected radio button. At the bottom of the form, there is a footer: "Online Services Powered By InfoSnap, Inc. © Copyright 2009 - 2014. All rights reserved | Privacy | Security | Contact Us".

IF YOU HAVE REGISTERED ONLINE BEFORE BUT HAVE FORGOTTEN YOUR POWERSCHOOL PARENT PORTAL USER NAME AND PASSWORD:

1. Enter the following URL into your web browser: <https://powerschool.eastnoble.net>.
2. Click on the link **FORGOT USERNAME OR PASSWORD?**



The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A red arrow points to a link labeled "Forgot Username or Password?" located below the password field. A "Sign In" button is located at the bottom right of the form.

3. If you know your username but forget your password, click on the "Forgot Password" tab and enter the username and email address associated with your account. You will be emailed instructions to reset your password. If you have forgotten your username also, click the "Forgot Username" tab. Enter the email address associated with your account. You will be emailed your username.

Know Username but Forget Password? **Forget Your Username?**

Recover Account Sign In Information

Forgot Password? Forgot Username?

To recover your account sign in information, provide the information below

Username

Email Address

Enter

4. Once you have received your username or reset your password, log into PowerSchool using the instructions above to enroll your child.
5. **If you do not remember the email address you used to create your account or that account no longer exists, you will need to create a new account with a different email address.**
 - o If you need an email account, there are numerous places you can apply for one on the internet--try gmail.com, outlook.com, and others to create an email address you can use permanently. Once you have an email address to use, follow the instructions for First Time Use below to create a new account.

FIRST TIME USING POWERSCHOOL'S PARENT PORTAL?

1. You should have received a letter in the mail with your child's Access ID and Access Password. If you have not received a letter with this information, contact your child's school.
2. Enter the following URL into your web browser: **https:powerschool.eastnoble.net** .
3. At the bottom of the screen, you will see a section called "Create an Account." Click on the button that says **CREATE ACCOUNT**.

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

4. Enter the requested information at the top of the screen for creating your account. The email you choose here will be the email that will be contacted should you forget your username and password later on.

5. Under the "Link to Students Account," you will need to enter the student name, Access ID, Access Password, and Relationship for each child in your family. (You should have received an individual letter for each of your children with these codes.)
6. Once you have entered your child or children's access ID and passwords, click "Enter."
7. It will then allow you to log in using the account information you specified. Follow the instructions above to complete your registration.