

Getting Started with online registration:

First, you will need to register your preschooler as a new student - use this link:

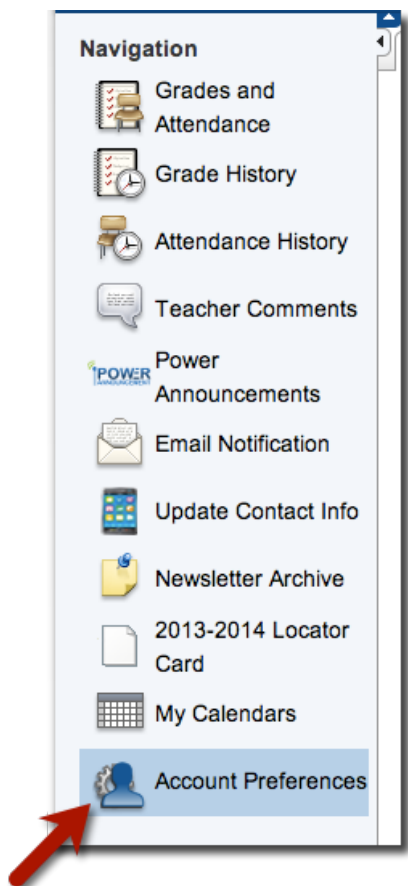
<http://ecollect.accelaschool.com/CDSRegistration>

This will pre-register them and then you will receive an email with their access id and access password. Once you receive that, log in to your family PowerSchools account and click on Account Preferences on the left hand side. Click on the tab Students and then on the top right, click Add. This is where you will enter that code and password. After that, you should be able to register your preschooler just like the other students.

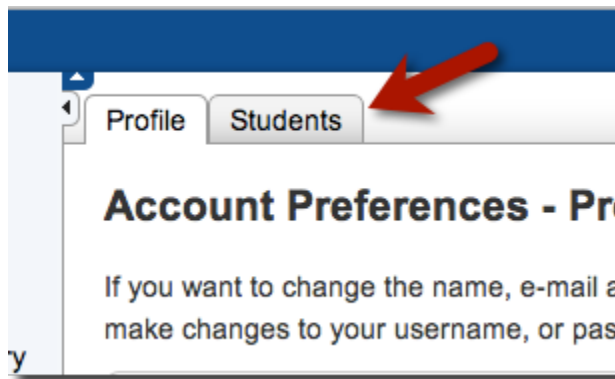
After registration is complete in mid-August, you can email kelly.hinds@centraldecalur.org and request your child's school id number. You'll need this number to add them EZ Pay for paying online lunches.

Adding a Student to Your Existing Parent Portal Account

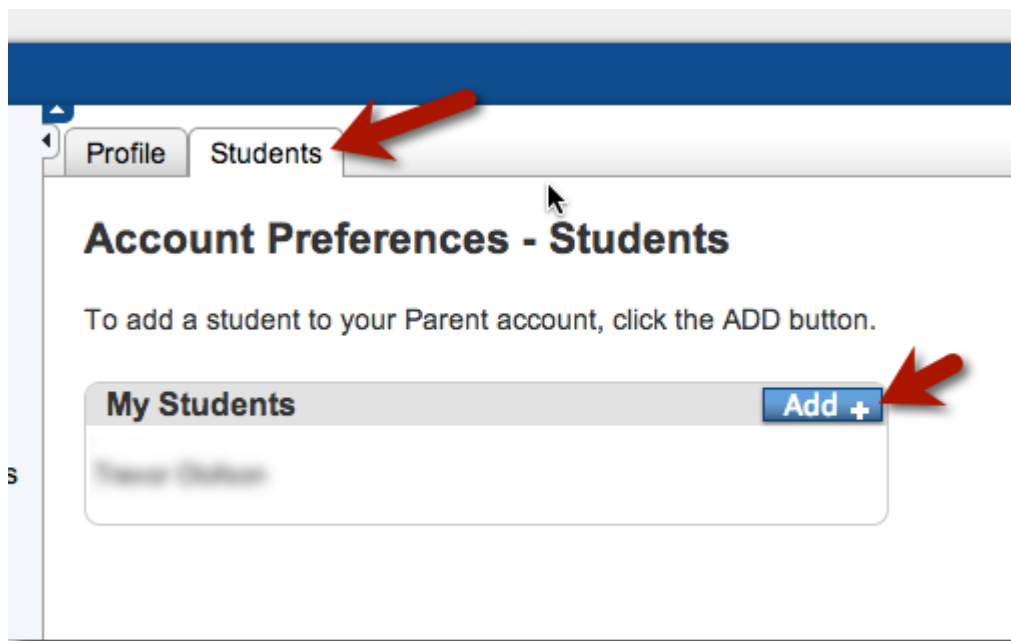
1. When you are logged into PowerSchool, click on **Account Preferences**, located at the bottom of the menu bar on the left.



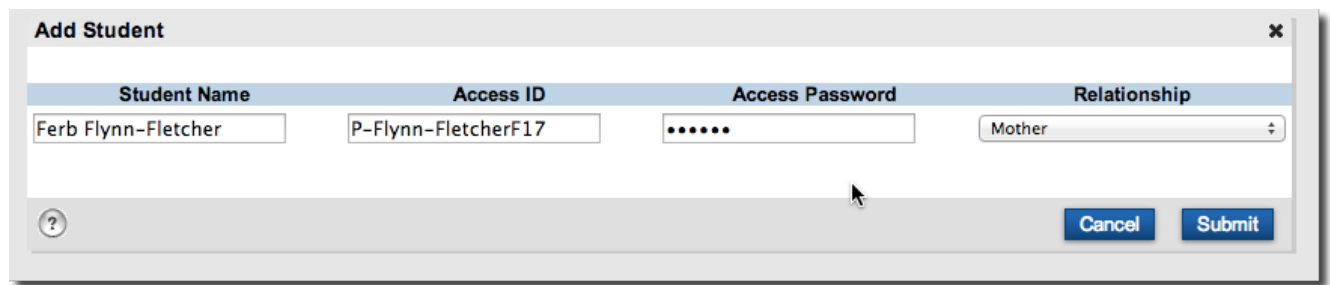
2. At the Account Preferences screen, click on the **Students** tab.



3. Once you are in the Students tab, you will see the name of the student you currently have associated with your account.
4. Click on the **Add+** button to add another student.



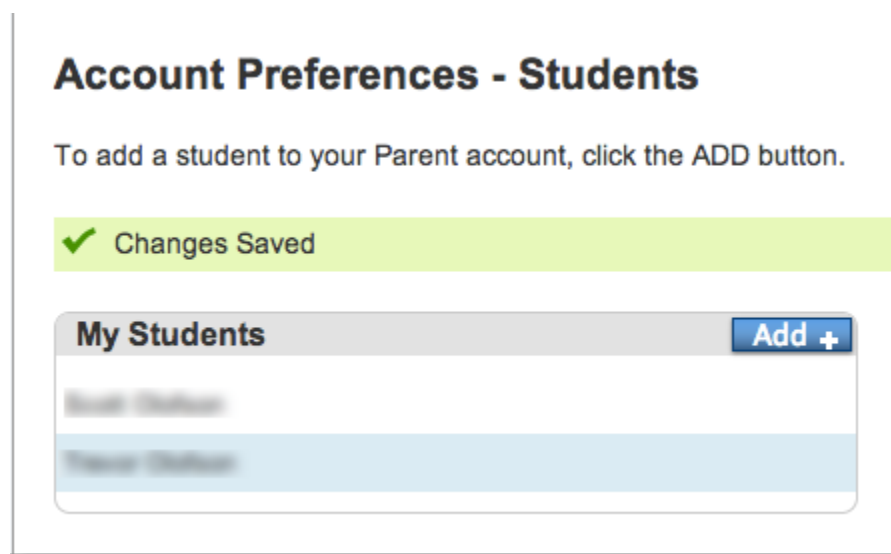
5. A window will appear. Enter the information for your student in this area. Click on **Submit** when you are done.



The 'Add Student' dialog box contains a table with four columns: Student Name, Access ID, Access Password, and Relationship. The Student Name field is filled with 'Ferb Flynn-Fletcher', the Access ID with 'P-Flynn-FletcherF17', the Access Password with six dots, and the Relationship dropdown is set to 'Mother'. At the bottom right are 'Cancel' and 'Submit' buttons, and at the bottom left is a help icon.

| Student Name | Access ID | Access Password | Relationship |
|---------------------|---------------------|-----------------|--------------|
| Ferb Flynn-Fletcher | P-Flynn-FletcherF17 | | Mother |

6. If you entered the correct information, you will see this screen. Under My Students, you will see the student you added.



The 'Account Preferences - Students' screen displays a green 'Changes Saved' message. Below it is a 'My Students' section with an 'Add +' button. The 'My Students' list is currently empty, showing only a header row and a blue-highlighted row.

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

✓ Changes Saved

My Students Add +

| Student Name |
|--------------|
| |
| |

7. Repeat these steps to add any additional students to your PowerSchool Parent Account.