Family Access to PowerSchool Registration

In order to ensure that families are properly accessing PowerSchool Registration from the Parent Portal, we have put together a workflow that should provide a base line of steps to follow to access and successfully submit a registration form in the PowerSchool Parent Portal.

1. The first step that needs to be taken when accessing registration is to log into PowerSchool with the Parent log in information. If you do not remember you login information please email the help desk at RegistrationHelp@CassD63.org .
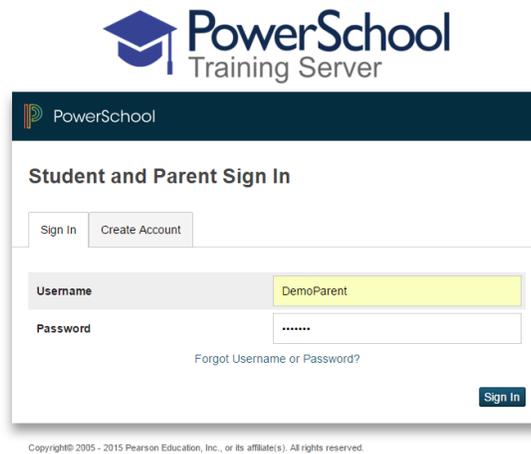
2. Once logged in to access PowerSchool Registration, select the PowerSchool Registration option on the bottom left hand corner of the Parent Portal page.
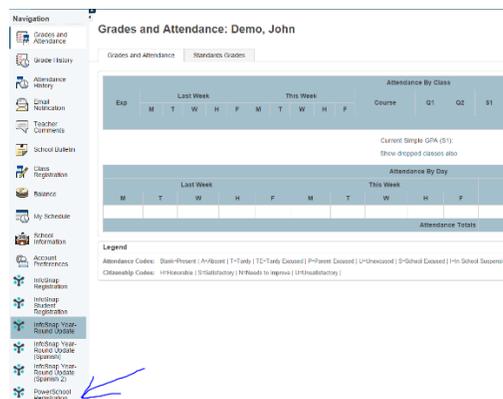
3. Once you have selected the PowerSchool Registration Icon, you will be asked to click "I agree" to the Terms and Conditions the FIRST time you access the system, then you will be taken to a page to select the registration you would like to access. This page should display the form that you will need to access to complete the registration process. If you run into a screen that says the link is untrusted – click on advanced and allow click on trust. This is a setting for your individual internet settings and cannot be controlled by the district.
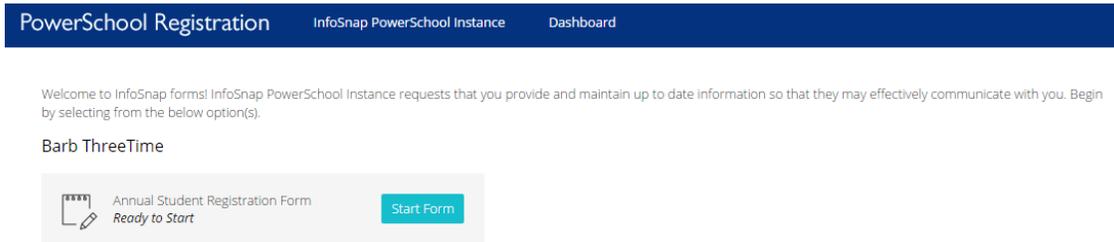
4. After clicking "Start Form" you will be directed to the form that needs to be completed. Be sure to fill out all required fields and any other information that you feel is necessary. Remember – MySchoolBucks is a separate link and will take you OUTSIDE of registration. You must click Submit Form on the Registration Portion in order to complete your student's registration. Next, scroll to the bottom of the page and select the "Submit Form" option and log out, this will complete the registration process.

The steps provided in this work flow should allow you to properly access and complete the registration process.