

# Cedar Valley Catholic Schools

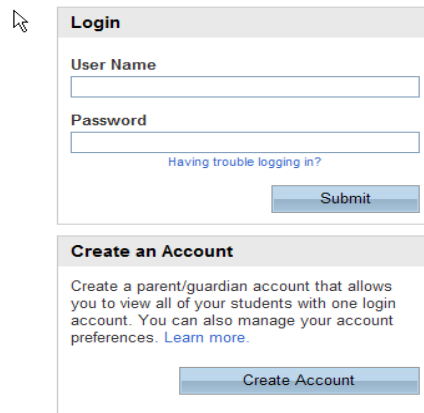
## PowerSchool E-Registration Parent Guide

Parents,

In order to provide a more flexible and cost effective approach to student registration, your school is now using an online enrollment process.

Please go to the Parent PowerSchool log in page: <https://ps-archd.gwaea.org/public/>

In the Login box enter your User Name and Password.



The screenshot shows a web form with two main sections. The top section is titled "Login" and contains two input fields: "User Name" and "Password". Below the "Password" field is a link that says "Having trouble logging in?". At the bottom of this section is a "Submit" button. The bottom section is titled "Create an Account" and contains a paragraph of text: "Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)". Below this text is a "Create Account" button.

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).



An icon called 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 a submenu.  
Double click the E-Registration icon.



Double click on the E-Registration icon and you will be shown the data that is currently on file at the school for the selected student in the center column of the screen. Please verify all information is current and up to date.

You will be taken through 9 steps to collect updates for:

- Student Demographics (screen 1)
  - Student's – address (**Ln., St., Ave.**), phone numbers (**XXX-XXX-XXXX**), etc.
- 1<sup>st</sup> & 2<sup>nd</sup> Parent Information (screen 2)
  - Parent's – address (**Ln., St., Ave.**), phone numbers (**XXX-XXX-XXXX**), etc
- 3<sup>rd</sup> & 4<sup>th</sup> Parent Information (screen 3)
  - Parent's – address (**Ln., St., Ave.**), phone numbers (**XXX-XXX-XXXX**), etc
- Emergency Information (screen 4)
  - Name, relationship, contact phones (**XXX-XXX-XXXX**)
- Medical & Other Information (screen 5)
  - Doctor names, phones(**XXX-XXX-XXXX**) , hospital preference
- Health Updates (screen 6)
  - Health concerns
  - Medication listings
  - Health care information (insurance, dental)
- Parent Permissions (screen 7)
  - Parents grant or deny permission for each student's school activities.
- Other forms (screen 8) - Miscellaneous forms will be available at school websites and [www.cvce.org](http://www.cvce.org) **PLEASE CLICK THE FINISH BUTTON TO COMPLETE THE E-Registration Process!**
- Finish (screen 9)

**You must go through all steps for each student. Once you receive the message, "You have completed the E-Registration process" (sample below), you may change students and begin again.**

**E-Registration - Process Complete for Clark, Aimee M** Progress: 1 2 3 4 5 6 7 8

**Note!**  
You have completed the E-Registration process for Aimee.

The E-Registration process needs to be completed for each individual child assigned to your account. To start the process for another child, please click on that child's name located under the PowerSchool logo.

All updates from parents go into a pending status. School secretaries review every change request and provide final approval for update into the PowerSchool files.

Thank you for participating in Electronic Registration! We appreciate your support!