

Registering your Existing GWS Student for 2017-18

You must have a PARENT Powerschool account in order to re-register your student for the 2017-2018 school year. To set up your new account, you will need the **access ID** and **access password** for each of your children. If you do not have this information, contact your child's school.

Setting up your Powerschool Parent Account (if you do not already have one)

Go to <https://powerschool.gws.k12.in.us> and click the **Create Account** tab (NOTE: you have to access your account through the **WEBSITE, not the APP, for registration**). On the top half of the screen, you will be asked to enter your First Name, Last Name, Email Address, Desired Username, and Password (which must be at least 6 characters in length).

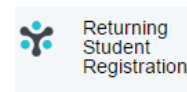
On the bottom half, you will need to enter the information for at least one child including his or her name, the access ID and password, and your relationship to the student. If you have multiple students, you can enter their information on this screen as well or you can enter it later after your account is created. After you have completed this, click **Enter** at the bottom of the screen.

Student Name	Access ID	Access Password	Relationship
1. Nicholas Hoyt	59020jp	*****	Mother
2.			--Choose
3.			--Choose
4.			--Choose
5.			--Choose
6.			--Choose

After logging into your account, if you need to add students, click on the **Account Preferences** link on the left side of the screen, then click the **Students** tab. Your current students will be listed under My Students: click the **Add** button to the right of the *My Students* heading to add an additional child. You will enter the student's information just as you did for the first child. If you have multiple children on your account, you can switch between them by clicking their first names on the top left corner under the Powerschool logo.

Completing your Returning Student's Registration

Log in to Powerschool with the username and password you created. On the lower left side of the screen, click the Returning Student Registration link. **If you are logged in with a student account, you will NOT see this link.** This will take you to a page that will ask you to verify your child's birthdate.



You will then be taken through six pages of information that you need to verify/complete. If the information is already in Powerschool, you merely need to make sure it is correct. Anything with a red star next to it is mandatory. After you have completed the form, click Review and Submit: if anything is missing, it will be highlighted on this page with the red words **REQUIRED** or **INVALID FORMAT**. Simply click on those words to be taken to the place on the form where you will enter that information. Once you have successfully completed the form, you can close out the registration window.