

# CREATE REGISTRATION ACCOUNT AND POWERSCHOOL PARENT ACCOUNT

You will be creating 2 new accounts using the same log in information

## NEW STUDENT REGISTRATION ACCOUNT CREATION:

Go to Howard-Winn Webpage ([www.howard-winn.k12.ia.us](http://www.howard-winn.k12.ia.us)) and click on Enroll A Student Button.

1. Click on New Student Registration and then **Create An Account** button

The screenshot shows the Howard-Winn Community School District website. On the left is a 'Sign In' form with fields for 'Email Address' and 'Password', a 'Remember me on this computer' checkbox, and a 'Sign In' button. On the right is a 'Create Account' section with a list of benefits: 'Complete forms online', 'Save and return to forms in progress', and 'Print form history'. Below this list is a blue 'Create Account' button, which is highlighted with a red arrow pointing to it from the right.

1. Enter the requested information:

### Profile:

First Name - Last Name - Daytime Phone

Email Address – used for sign in (this will be the email address you use to create your PowerSchool Account also)

### Security:

Password (this will be the same password you will use to create your PowerSchool Account) and Re-Type Password

Security Questions 1 and 2 and Answers

Check Box – To comply with COPPA....**Create Account**

2. Add Student – First Name, Last Name and Full Date of Birth (mm/dd/yyyy)

3. Continue through the registration process - selecting Next and continue to update information until you reach the end and enter your electronic signature and current date and submit. If you have more than one student – add the next student and continue through the same process. Make sure to save and sign out when finished.

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## YOU WILL NOW CREATE YOUR POWERSCHOOL ACCOUNT:

Go to Howard-Winn Webpage ([www.howard-winn.k12.ia.us](http://www.howard-winn.k12.ia.us)) and click on PowerSchool button.

1. On the Parent Sign In page, click **Create Account** Tab.

The screenshot shows the PowerSchool SIS 'Parent Sign In' page. At the top left is the PowerSchool SIS logo. Below it are two tabs: 'Sign In' and 'Create Account'. A red arrow points to the 'Create Account' tab. Below the tabs are input fields for 'Username' and 'Password', and a 'Sign In' button. A link for 'Forgot Username or Password?' is located below the password field.

2. On the Create Account Screen – Click **Create Account** Button.

The screenshot shows the PowerSchool SIS 'Create an Account' page. At the top left is the PowerSchool SIS logo. Below it are two tabs: 'Sign In' and 'Create Account'. Below the tabs is a section titled 'Create an Account' with a description: '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.](#)' At the bottom right, there is a blue 'Create Account' button highlighted with a red box.

3. Create Parent Account, enter the required information

**\*\* For the Email and Desired Username and Password Fields: Please use the same email address and password that you used to create your registration account above.**

PowerSchool SIS

### Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Re-enter Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must: \*Be at least 8 characters long

4. Scroll down on page to Link Students to Account – after entering information for your student(s) click Enter at the bottom right of the page.

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account **See attached labels for Student Name, Access ID & Access Password**

1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose

3

5. Once the account creation is complete, you are directed back to the original screen. Here, use your Username and Password you created in Step 3 to log into your account. Then, click sign in on the bottom right. This is how you will sign in to schedule Conferences, check schedules, grades, etc.