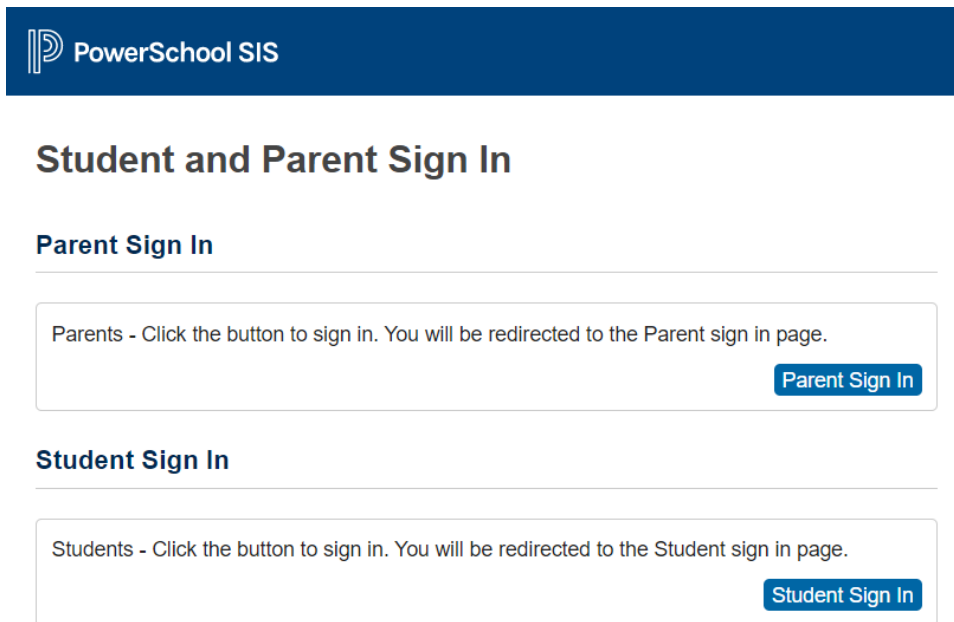


Enrollment / Parent Portal Registration Tutorial

1. Access the parent portal at <https://ps.ccs.misd.net/public>. Alternatively there is a link to the parent portal available at the clintondale website under any of the school buildings. **Click on Parent Sign In**



The screenshot shows the PowerSchool SIS interface. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is a section titled "Student and Parent Sign In". Under this section, there are two sub-sections: "Parent Sign In" and "Student Sign In". Each sub-section contains a text box with instructions and a corresponding "Sign In" button.

PowerSchool SIS

Student and Parent Sign In

Parent Sign In

Parents - Click the button to sign in. You will be redirected to the Parent sign in page.

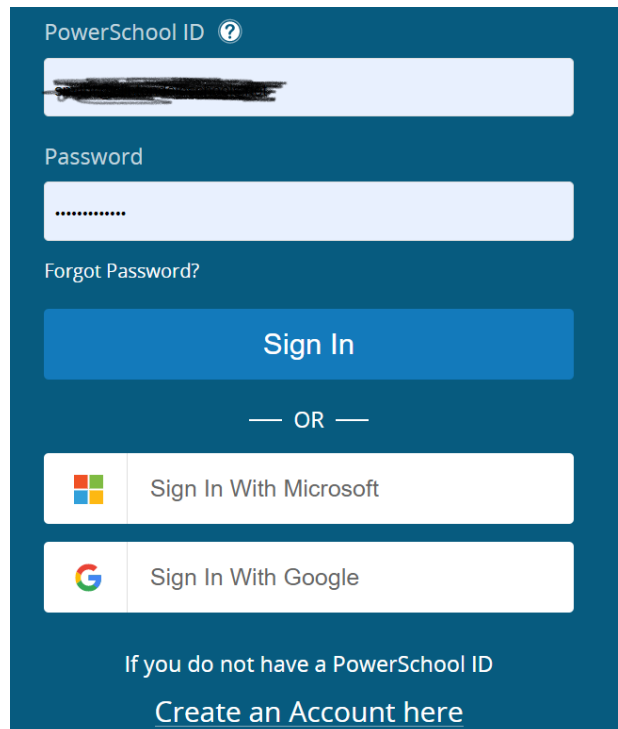
[Parent Sign In](#)

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

[Student Sign In](#)

2. If you already have a parent portal account you may sign in here. The PowerSchool ID should be your email address. If you do not remember your password you can click on 'Forgot Password?' **If you do not have an account, or do not remember the email address your account is linked to, click on 'Create an ID Here'**



The screenshot shows the PowerSchool ID sign-in page. It features a dark blue background with white text and input fields. At the top is the "PowerSchool ID" label with a help icon. Below it is a text input field for the ID, followed by a "Password" label and a password input field. A "Forgot Password?" link is located below the password field. A large blue "Sign In" button is centered below the input fields. Below the button is the text "— OR —". At the bottom, there are two white buttons: "Sign In With Microsoft" and "Sign In With Google". At the very bottom, there is a link that says "If you do not have a PowerSchool ID Create an Account here".

PowerSchool ID ?

Password

.....

Forgot Password?

[Sign In](#)

— OR —

[Sign In With Microsoft](#)

[Sign In With Google](#)

If you do not have a PowerSchool ID
[Create an Account here](#)

- Fill out the required fields to create a new account. **Be sure to use an active email address that you use!** You will be using this email address to sign in for the future.

Set Up Your New PowerSchool ID

Unified Classroom uses a new global PowerSchool ID. Please enter a new username and password.

First Name Required

Last Name Required

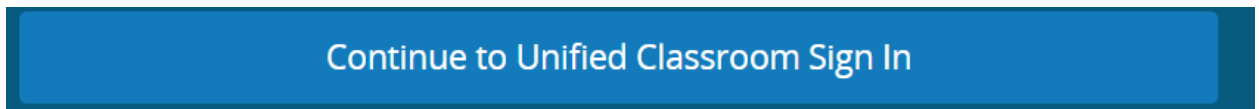
PowerSchool ID (email) Required

Password Required

Confirm Password Required

Create PowerSchool ID

- Assuming you successfully created your new Parent Portal account. Click on 'Continue to Unified Classroom Sign In'



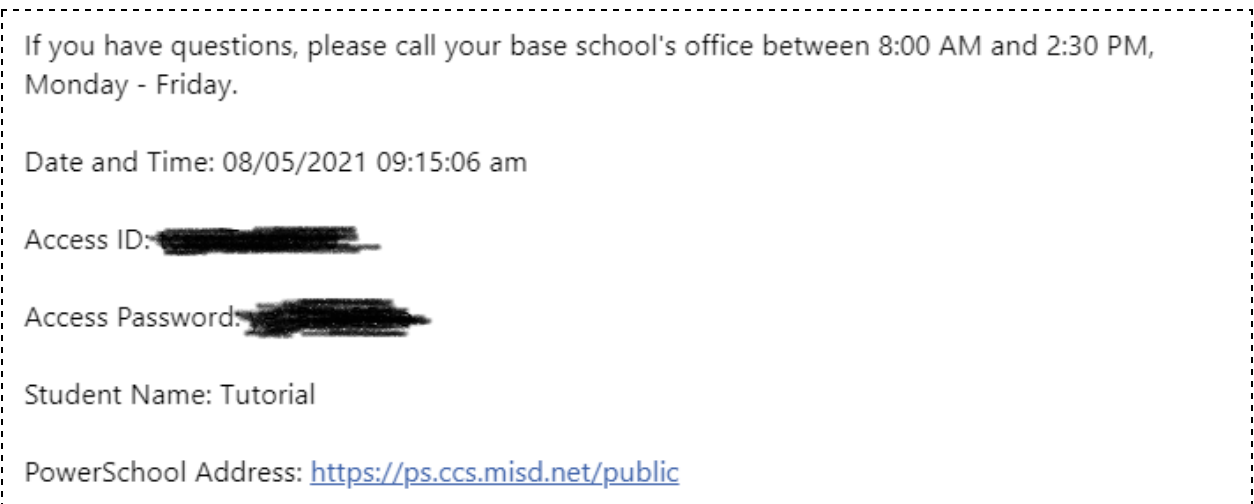
- When prompted to sign in with an Access ID, or to use a linked account, choose **I have an Access ID**



6. Log into the email address you used when you filled out the pre-registration form on the enrollment link. You should have received an automated email from the school that looks like the following:



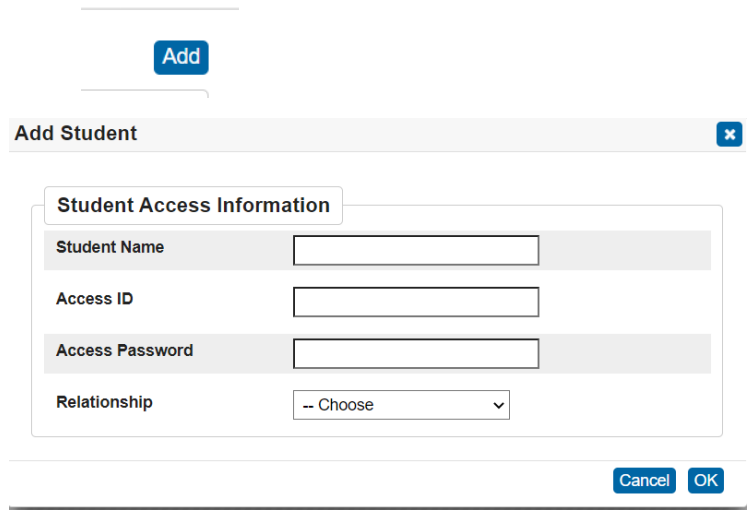
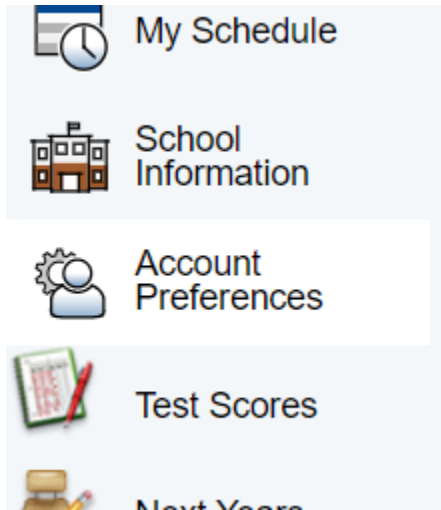
7. That email contains a brief description of this document, as well as important information needed to finish creating your parent portal account. Near the bottom of this screen you will find your student's name, access ID, and access password.



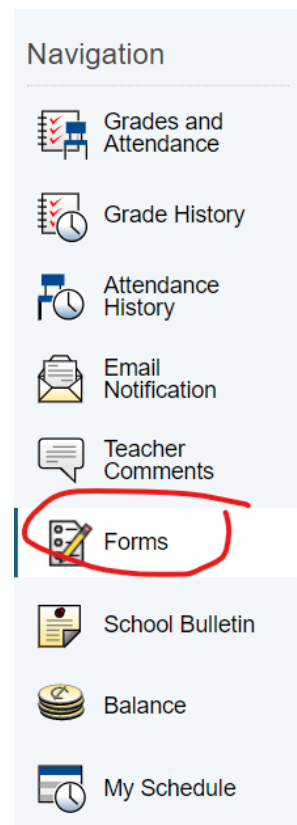
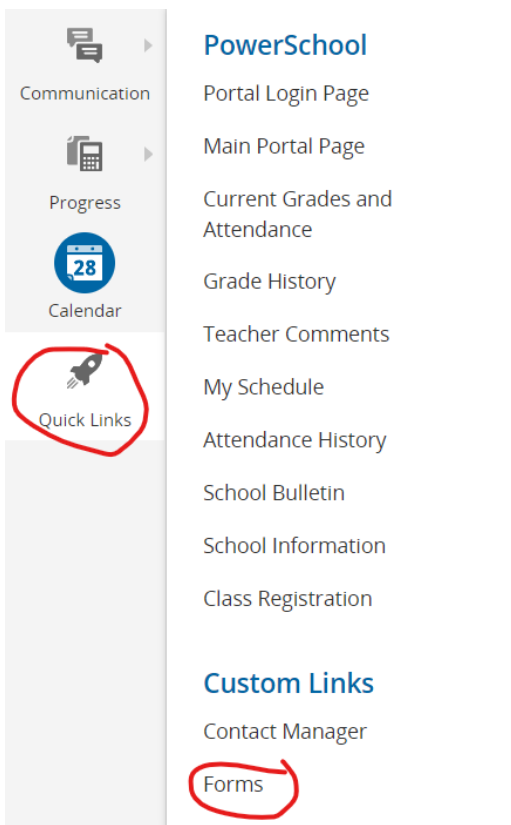
8. Use this information to link your student to your new parent portal account. If you have multiple children there is a button to add additional students as well

A registration form with a dark blue background. It has three white input fields. The first is labeled "Student Name", the second "Access ID", and the third "Access Password".

9. Once you have added your child/children hit the continue button. If you clicked 'continue' on accident, before adding all your children, you can add additional children from within the parent portal as well. Click on 'Account Preferences' on the left side, then click the small blue 'Add' button on the right hand side. You can then add any additional students you may have using the information provided in the registration email.



10. Depending on what system you are using the Parent Portal on, you will either find the enrollment forms under 'Quick Links -> Forms' on the left, or there will just be a button that says 'Forms' on the left. Use the following images as examples



11. Lastly, once you click on forms, you will find **new student enrollment** under the **'Enrollment'** tab,

OR

if you are a **returning student**, you will find the returning registration under the **'General Forms'** tab

School Form Listing for Student, Tutorial Test



General Forms

Class Forms

Enrollment

Student Support

12. If you do not see your forms under the enrollment tab, it's likely the system is still generating your student's forms, and there should be a single form with information explaining this to you on it. If you have any questions please contact your building secretary for more information. You can find the contact information for your building will the following links:

[Clintondale High School](#)

[Clintondale Middle School](#)

[Charles McGlennen Elementary](#)

[Rainbow Elementary](#)

[Robbie-Hall Parker Elementary](#)

[Clintondale Continuing Education Center](#)