

A Step By Step Guide to PowerSchool E-Registration

Remember the days of handwriting emergency contact information in triplicate followed by form after form after form for the start of school? Those days are passing, as school registration and forms can (for the most part) be completed online! Please see the information below to complete E-Registration for Regis Middle School through Power School:

From the Regis Middle School website (www.regisroyals.org), scroll down under the red heading that reads PowerSchool, **click the link next to Students & Parents**. This will open a new window for you to access PowerSchool. Otherwise simply go to <https://ps-crmc.gwaea.org/public/home.html>

Your login information is the same as what you have used in previous years. If you cannot remember your password you should first try the 'Forgot Username and Password' feature. If you do not hear from PowerSchool within 48 hours email Dianne Clarke at dclarke@regisroyals.org and she can reset the password for you. If you cannot remember your username please contact Dianne Clarke.

If you have **MULTIPLE CHILDREN in the Xavier Catholic Schools, please note that you will need to complete E-Registration for EACH child**. If you have three children in the Xavier Catholic Schools, you will complete E-Registration three times. **Please check the upper left hand corner carefully to verify which child's information you are completing each time**. Your child(ren) will be listed in the upper left hand side of the PowerSchool Portal Page. The child currently selected will be highlighted.

To access the e-registration screens, you will find an icon on the **left side menu towards the bottom of the page**, it looks like a gray folder. This is called E-Registration. **Click this icon and you will be presented with the e-registration screen**.



Your next screen will show your student's information. There are three basic columns. The first lists the field of information needed, the second column lists what the school currently has on file, and the third column is where you can make any changes to the information.

- If the field is empty please enter the proper content into the field. If information that is currently listed is incorrect please make those changes.
- If the information in the middle column (under “On file with the school”) is completed and no changes need to be made, you do NOT need to enter any information.
- At the bottom right hand corner of the page, click on “Save” to update information and move on to the next page.

If you have a returning student and no changes have been made in the past year, this process should not take very long, as most of the fields will be completed already. Just be sure to click Save at the bottom of the page.

For each student, you will complete 8 pages of information. (Don’t worry, it doesn’t take too terribly long!) Once you have completed a page you are able to return to it for viewing by clicking on the tabs (shown in the picture above.) You cannot skip pages.

Proceed through all the pages, but please note the following information regarding specific fields or pages:

- **IMPORTANT!!** On Page 1, under Mailing Address, City, State, Phone Number information, please enter this information in ALL CAPS. Please do not use special symbols or punctuation such as # @ & / . , ()
- **IMPORTANT!!** The parent information for Contact 1 should have the same home phone number as the student.
- On page 5 are the “Health Updates” specific to each school. Please read and answer carefully.

- On page 6 are 2017-2018 School Year Permissions. Please read and answer carefully. Also, please give special attention to the **Concussion Form** (<http://regisroyals.org/wp-content/uploads/2015/02/ConcussionFormAthletes.pdf>) and the **2017-18 Regis Student-Parent Handbook** (<http://regisroyals.org/wp-content/uploads/2017/07/Regis-Student-Handbook-July-201718.pdf>).

Additional Forms/Fees to Complete

When you get to Page 7 of E-Registration, you will find a link to the additional forms. **DO NOT CLICK ON THE K-8 REGISTRATION FORMS. THOSE DO NOT APPLY TO REGIS!**

You will then be taken to the forms page on the Regis website. Complete all the required forms and submit the hardcopy forms. **DON'T FORGET TO GO BACK TO POWERSCHOOL AND CLICK FINISH!**

Proceed through all the steps, you will be asked to download and print off some forms that need to be turned into the office. If you have troubles downloading these forms (and some folks do) you can continue with the e-registration until you reach the screen that says 'Process Complete'.

Please feel free to call us if you have any questions 363-1968. Regis office hours during the summer are M-TH, 8 am – 2 pm and Friday, 8 am – noon.