

PowerSchool Registration Instructions:

If you have a PowerSchool Account:

1. Sign in to PowerSchool: <https://psapp.bsdt.org/public/home.html>
(Note that this cannot be done using the PowerSchool App. Computers are available at all schools for parents/guardians to access.)
2. Look for your student's name on the bar in the upper left corner, click on their name, click "Forms" on the left side menu.
3. Scroll down to the S.O.A.R. section of forms and click on the "Welcome and Information" form to begin the application process.
4. Fill in all information on all forms to submit the application. Be sure to click "Submit" at the bottom of all forms. The red bar to the right of the S.O.A.R. section will turn fully green when all sections have been completed.
5. You will need to complete a separate application for each student. **If the names of your other students do not appear**, call the school and ask for their "Access ID and Access Password". Then, in PowerSchool, go to:
 - a. "Account Preferences" on the menu on the left side,
 - b. Click on "Students",
 - c. Click "Add Student",
 - d. Enter your student's name, their Access ID and Access Password,
 - e. Select your relationship to the student through the Relationship drop down,
 - f. You may now select the student to complete a S.O.A.R. application

If you DO NOT have a PowerSchool Account:

1. Contact the school for an Access ID and Access Password for each student. The Access ID and Access Password are not the same as your PowerSchool Username and Password. The access information is used to add a student to your account. The username and password are used to log into PowerSchool.
2. Sign in to PowerSchool: <https://psapp.bsdt.org/public/home.html>
(Note that this cannot be done using the PowerSchool App. Computers are available at all schools for parents/guardians to access.)

3. Click on the "Create Account" tab, then click on the "Create Account" button.
4. There are two sections to this form. The top section is to enter your account details and the bottom section is to enter student information. Enter the information under the Parent Account Details.
5. Scroll down until you see the student fields. Enter your student's name, then enter the Access ID and Access Password below.
6. If you are applying for more than one student, you will need a separate Access ID and Access Password for each student.
7. Once you have completed the steps above, click "Enter". This will bring you back to the Student and Parent Sign-In Page, where you will enter your new username and password.
8. Follow the steps above to complete the S.O.A.R. application(s).