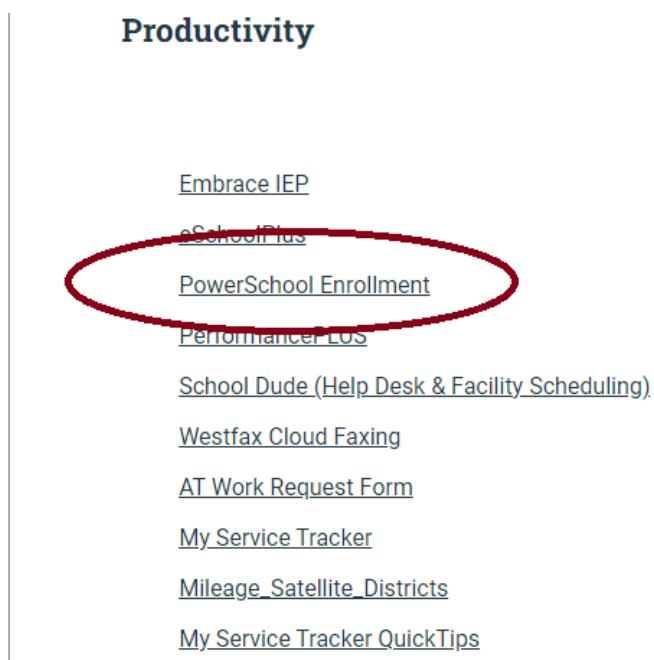# PowerSchool Enrollment Secretary Manual

Accessing PowerSchool Enrollment

The PowerSchool Enrollment website is:

https://enrollment.powerschool.com/admin/login/login.rails
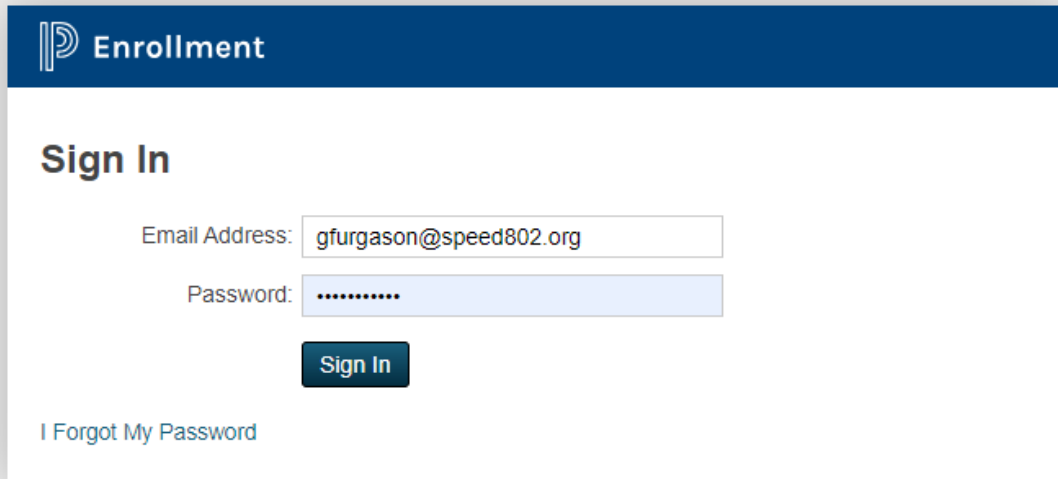
You can also access the website from the Productivity page of the Speed website.

Login information

When your account is created by the IT department PowerSchool Enrollment will email you with a link that is used to finish completing your account.

Your username will be your Speed email address. Your password will configure when you complete your account setup.

Assistance with login

If you forget your password, click the "I Forgot My Password" link to receive a link via email to reset your password. If you need more assistance in getting access to Enrollment, put in a SchoolDude Help Desk Ticket and select the PowerSchool Enrollment work type.
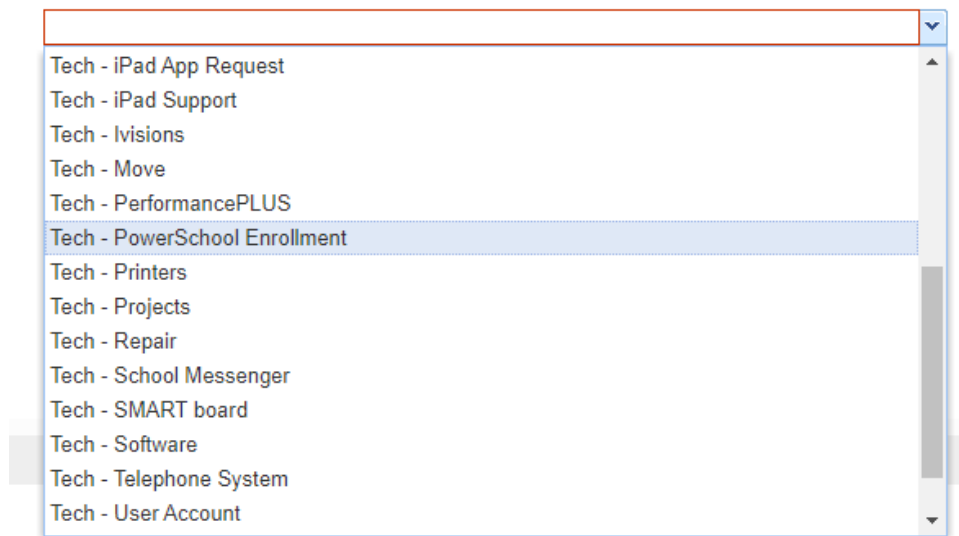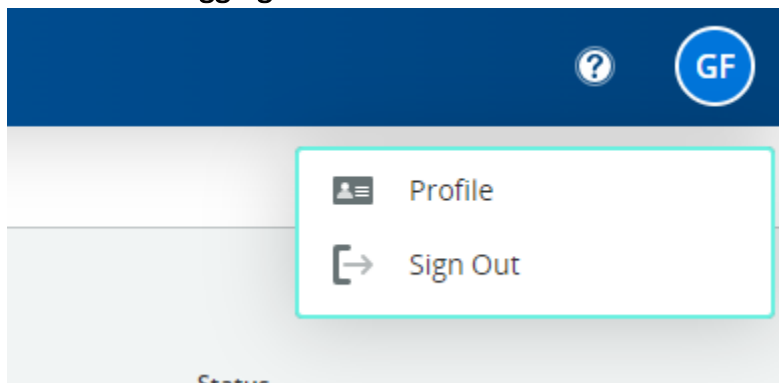

Home Screen

The Home Screen is the first page you will come to when you log into the system. In the top right corner is an icon with your initials that is used for logging out of the system and controlling your profile information. Next to it is a question mark icon that houses all the Help portion of the system. It includes documents and revision updates about the system. The left-hand navigation looks different depending on your access level but will at a minimum contain the Student Data button. The center of the screen will change based on the option of the left-hand navigation you have selected.

Profile and Logging Out

To sign out of the system, click on your initials and choose the "Sign Out" option. If you wish to review your profile the system uses which includes your security questions, click on the "Profile" option. You can also change your password from this page.

Left Hand Navigation

Most of your time in Enrollment will be on the Student Data item on the left-hand navigation. You may also see Reports, Users, and Configuration in your left-hand menu depending on your security access role. Don't worry if you don't have all the menu options, the IT department has full access to the system if you need assistance in those areas of the application.

Forms and Workspaces

Forms

In the Student Data section of Enrollment you will see a list of Forms in the main window. These Forms are created for each enrollment period by the IT department in collaboration with the SPEED Enrollment committee. There will be separate forms for ESY Registration and Regular School Year for each academic calendar year.

The Returning Student Registration Form requires the parents enter a unique SnapCode that gets generated when the notification letters that registration is open are generated.

The New Student Registration Form does not require a SnapCode for registration. **This form should only be used for students who have never attended a program at SPEED.**

Workspaces

Each form corresponds to a separate Workspace. A workspace will house the Student Data that is input by the parents/guardians and has actions to process the data. There are two workspaces, New Students and Returning Students.

The difference between the two workspaces is that the New Students workspace starts out with no student data in it. It gets populated as we enroll new students to our programs. The Returning Students workspace will have students from the previous academic year loaded into it by PowerSchool at the request of the IT department before the new enrollment is opened up for registration.

Filtering

Any of the columns in the workspaces can be filtered by search terms. It will be helpful to filter the "School" field of the workspace so that you are only seeing the students in your program.

Select a...   View: **Notified / Not Started** ▽ | Filter: *None* ▽ | Tag: *None* ▽

▽ | | | | Independence Elementary S | |

☐	Student ID	First Name	Last Name	DateOfBirth	School	Grade	Enroll Status
☐	368218132	Geremiah	Drake	02/09/2010	Independence Elementary School	7	
☐	ALF042711	Fernando	Estrada-Almeida	04/27/2011	Independence Elementary School	6	
☐	ARK032508	Kendrik	Arrington	03/25/2008	Independence Elementary School	8	
☐	BEM021615	Melody	Bell	02/16/2015	Independence Elementary School	2	

Delivering Registrations

Do not deliver any registrations until the IT department has said the eSchoolPlus rollover is complete!

Each Form has two workspaces. The first workspace on the Returning Student Form is the Roster Workspace. On the New Student Form the first workspace is the Pre-Submission Workspace. Both forms contain a Submission Workspace. The Submission Workspace will contain registrations that the parents/guardians have completed and are ready for review. You can monitor the process of registrations in progress in the first workspace and complete the registrations in the second workspace.

Returning Student Registration (2023-2024)

Roster Workspace   Submission Workspace

Select a...   View: **Pending Approval** ▽ | Filter: *None* ▽ | Tag: *None* ▽

▽ | | | | Program for Adaptive Learning | |

☐	Student ID	First Name	Last Name	School	Grade
☐	DAM021104	Miracle	Daniels	Program for Adaptive Learning	Post 12
☐	HSJ051209	Julia	Hsieh	Program for Adaptive Learning	8
☐	MEA042305	Angel	Mearday	Program for Adaptive Learning	12
☐	BAE091509	Ethan	Barajas	Program for Adaptive Learning	7
☐	BOJ041511	Jakale	Bosseau	Program for Adaptive Learning	6
☐	DIZ041511	Zacchaeus	Dillard	Program for Adaptive Learning	6

◁ ▷

The process to get the data from Enrollment into eSchoolPlus follows 3 stages.

1. Pending Approval – This is the stage the registration is placed in after the parent/guardian completes the registration form. At this point you should review the registration for any obvious errors. The next step is to approve the registration.
2. Approved – This stage is where the registration has been reviewed and deemed ready to be sent to eSchoolPlus. It has been marked by the secretary and processed to Approved in the system and is waiting the final stage, Delivery.
3. Delivered – The registrations in this stage have been sent to eSchoolPlus. The information can be reviewed if needed.

Processing Registrations

1. The first step to process a registration is to select the record(s) by clicking the check box at the left of the registration.

Returning Student Registration (2023-2024)

| Roster Workspace | Submission Workspace |

Select a... View: **Pending Approval** ▽ | Filter: *None* ▽ | Tag: *None* ▽

			Program for Adaptive Learning	

	Student ID	First Name	Last Name	School	Grade
☑	DAM021104	Miracle	Daniels	Program for Adaptive Learning	Post 12
☐	HSJ051209	Julia	Hsieh	Program for Adaptive Learning	8

2. The next step is click the "Tasks" button and select the "Approve" option.

Tasks

Tasks ✕

Polish Data
Approve

Assign Tags
Remove Tags
Re-Apply Tagging Rules
Print Forms
Download Forms
Print Letters
Print Labels
Send Email
Import From File
Export
Export Change Report
Discard
Re-Import Submissions

Manage Communication
Templates
Manage Process Documentation

*Note: Tasks shown here depend
on the View you have selected.*

Notes

ished
ished
ished
ished
ished
ished

3. After you approve the registration, it will move to the Approved status.

New Student Registration (2023-2024)
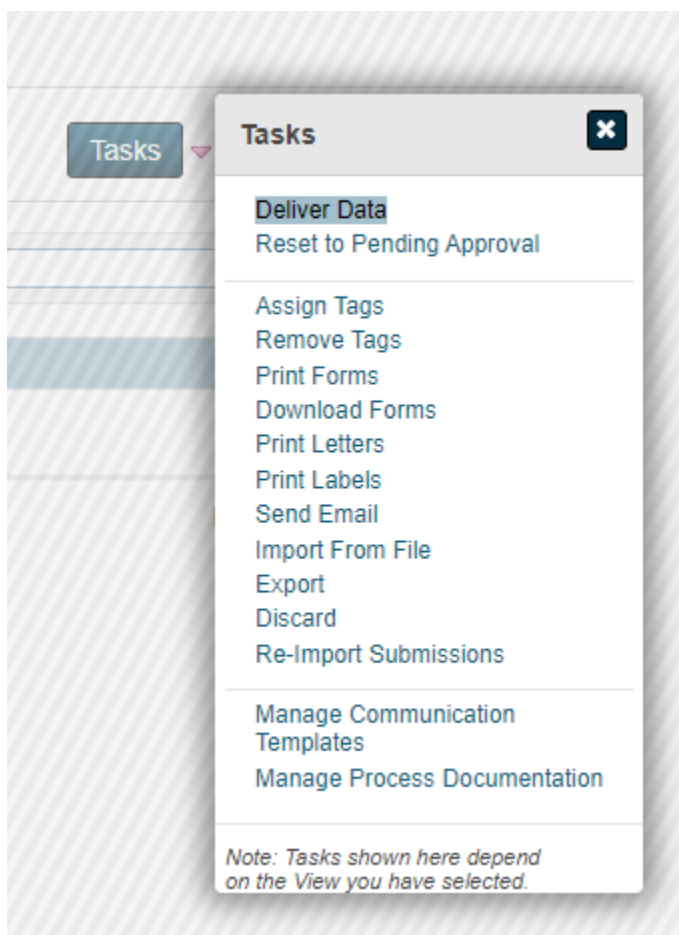
Pre-Submission Workspace   Submission Workspace

Select a... View: **Approved** ▾ | Filter: *None* ▾ | Tag: *None* ▾

☐	Student ID	First Name	Last Name
☐	LA04012018	Lemon	Aide
☐		Test	Application

◀ ▶

4. The last step is to deliver the registration to eSchoolPlus. Change your Workspace view to "Pending Delivery." Check the box for the registration(s) that you are ready to deliver. Click the tasks button and select "Deliver Data."

5. The registration(s) will move the Delivered part of the workspace.

Monitoring the Process

You can monitor the process of registrations that have not been submitted by changing the view of the Roster Workspace for the Returning Students and the Pre-Submission Workspace for the New Students.

Troubleshooting

Finding SnapCode for Returning Students

The SnapCode is required for all returning (or previously enrolled) students. You can view the SnapCode by navigating to the Returning Student Registration and clicking on the Roster Workspace.

Reprinting Notification Letter

If you ever need to send the notification letter again, you can reprint it from the Roster Workspace in the "Notified/Not Started."

1. In that workspace and view click the student(s) you wish to print the notification letter.

Returning Student Registration (2023-2024)

| Roster Workspace | Submission Workspace |
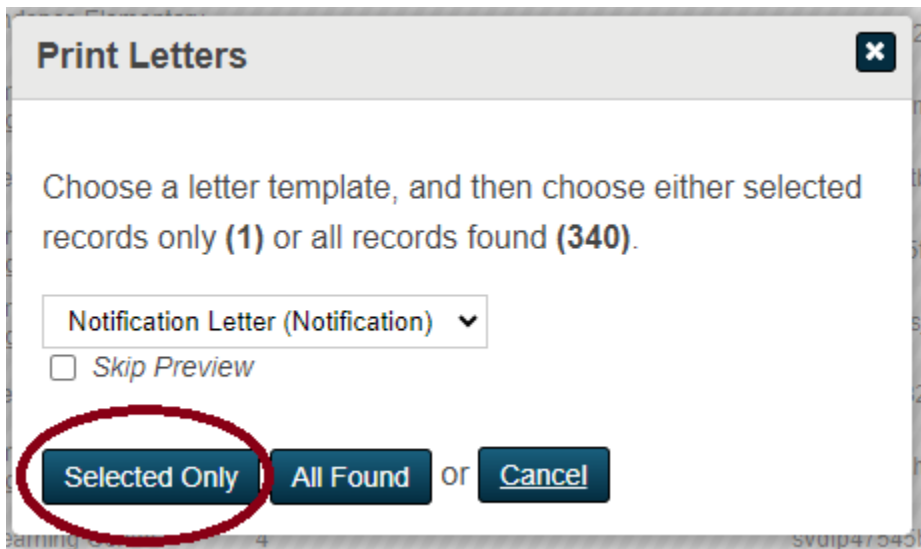
Select a... View **Notified / Not Started** ▽ | Filter: *None* ▽ | Tag: *None* ▽

	Student ID	First Name	Last Name	DateOfBirth	School
☑	3 8218132	Geremiah	Drake	02/09/2010	Independen School
☐	ALA102618	Adrian	Alvarado	10/26/2018	Early Learni
☐	ALF042711	Fernando	Estrada-Almeida	04/27/2011	Independen School

2. Next, click on the Tasks button and select the "Print Letters" option.

Tasks ✕

Hold

Send Email
Print Letters
Print Labels

Assign Tags
Remove Tags
Re-Apply Tagging Rules
Export
Auto Submit

Manage Communication Templates
Manage Process Documentation

Note: Tasks shown here depend on the View you have selected.

LetterHistory

Notification Le
(6/28/2023)
Notification Le
(6/28/2023)
Notification Le
(6/28/2023)
Notification Le
(6/28/2023)
Notification Le
(6/28/2023)
Notification Le
(6/28/2023)

3. In the Print Letters window click the "Selected Only" button.

Print Letters ✖

Choose a letter template, and then choose either selected records only **(1)** or all records found **(340)**.

Notification Letter (Notification) ▾
☐ *Skip Preview*

Selected Only | All Found or Cancel

4. Scroll down the screen on the Notification Letter until you see the "Print All" button. Click the "Print All" button.

I don't know what a question is asking.
You can contact Speed Ed S.E.J.A. District #802 at **(708) 481**

Help! I'm having technical difficulties.
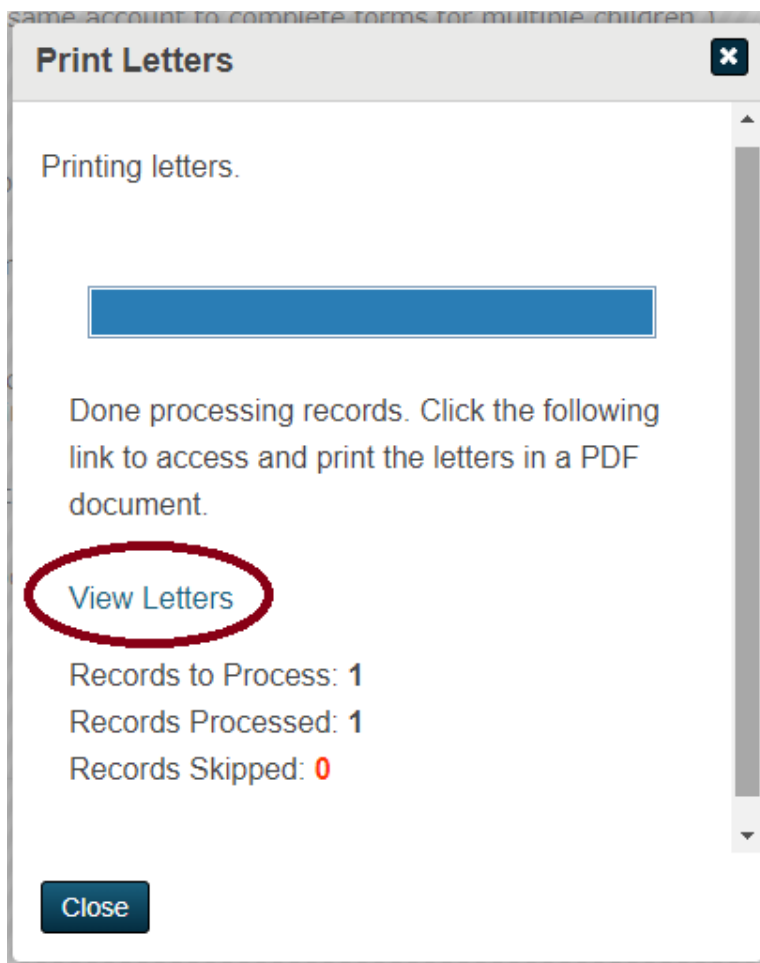For technical support, visit our PowerSchool Community help ce

Thank you!

Speed Ed S.E.J.A. District #802

Print All

5. Once you click the "Print All" button, a window will pop up showing it processing the request. Note that it doesn't actually print anything. It will create a PDF document with the letter(s) in it. To download the PDF file click the "View Letters" link in the window.

Print Letters

Printing letters.

Done processing records. Click the following link to access and print the letters in a PDF document.

View Letters

Records to Process: **1**
Records Processed: **1**
Records Skipped: **0**

Close

6. When you click the link it will load the letter in your default PDF viewer where you can then print it.

Speed Ed S.E.J.A. District #802 - Returning Student Registration

To the parent(s) of: **Geremiah Drake**,

We are excited to announce online Returning Student Registration for the upcoming school year! This process replaces the paper forms sent home at the beginning of each school year. Your Returning Student Registration for Geremiah Drake at Speed Ed S.E.J.A. District #802 is now available online.

How do I get started?
Visit **http://www.speed802.org/** and click the Returning Student Registration link.
Then, enter your student's snapcode: htctb52528mfpst

Emailing Notification Letter

You can email the notification letter to parents/guardians in a similar process to printing the letters.

1. From the Roster Workspace with the "Notified/Not Started" view select, select the student you want to email the notification letter.
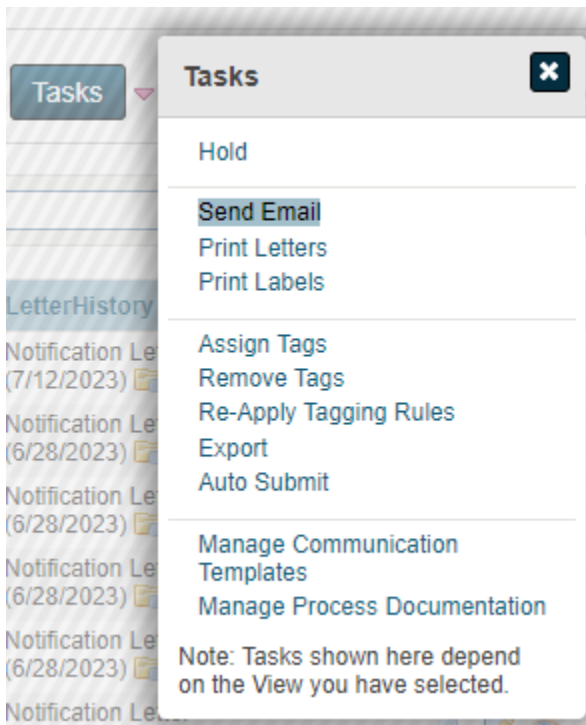
Returning Student Registration (2023-2024)

Roster Workspace | Submission Workspace

Select a... View **Notified / Not Started** ▽ | Filter: *None* ▽ | Tag: *None* ▽

☐	Student ID	First Name	Last Name	DateOfBirth	School
☑	358218132	Geremiah	Drake	02/09/2010	Independen School
☐	ALA102618	Adrian	Alvarado	10/26/2018	Early Learni
☐	ALF042711	Fernando	Estrada-Almeida	04/27/2011	Independen School

2. Click the "Tasks" button and select "Send Email."

Tasks ▽

Tasks ✖

Hold

Send Email
Print Letters
Print Labels

LetterHistory

Notification Le
(7/12/2023)

Notification Le
(6/28/2023)

Notification Le
(6/28/2023)

Notification Le
(6/28/2023)

Notification Le
(6/28/2023)

Notification Le

Assign Tags
Remove Tags
Re-Apply Tagging Rules
Export
Auto Submit

Manage Communication
Templates
Manage Process Documentation

Note: Tasks shown here depend
on the View you have selected.

3. From the Send Email Window click the "Selected Only" button.

4. On the Notification Email page scroll to the bottom and click the "Send All" button to email the parent/guardian.

I don't know what a question is asking.
You can contact Speed Ed S.E.J.A. District #802 at **(708) 481-6100** to ask any general questions about th

Help! I'm having technical difficulties.
For technical support, visit our PowerSchool Community help center or click "Help" or "Contact Us" from any

Thank you!
Speed Ed S.E.J.A. District #802

Send All

Printing a Completed Registration

1. To print a completed registration, first click on the form you the student used to register (either New Student Registration or Returning Student Registration.
2. If it isn't already selected, select the "Submission Workspace" tab to view the submitted registrations.

Returning Student Registration (2023-2024)

Roster Workspace   Submission Workspace

Select a... View: **Pending Approval** ▾ | Filter: *None* ▾ | Tag: *None* ▾

	Student ID	First Name	Last Name	School
☐	BOD072705	Darion	Boyd	Program for Adaptive Learning
☐	DOA040810	Armon	Donaldson	Independence Elementary Sc
☐	CUA022110	Azariyah	Currie	Program for Adaptive Learning
☐	GRA070213	Asyhis	Graham	Independence Elementary Sc
☐	HAE092611	Eric	Hayes	Independence Elementary Sc

3. Locate the student registration you want to print. You can print from any of the three views: Pending Approval, Approved, or Delivered. Click on the Edit icon, which looks like a pencil writing on paper.

Tasks ▾ | 21 Found | Page 1 of 2 | ◀ ▶

[   ] **Find Records**

Tags	Notes		
Polished, Printed		🔍	✏️
Polished		🔍	✏️ Edit
Polished, Printed		🔍	✏️
Change of Address, Polished, Printed		🔍	✏️
Polished		🔍	✏️
Change of Address, Polished		🔍	✏️
Polished		🔍	✏️

4. On the right-hand side of the screen of the registration record, click the "Print Forms" link.

5. A "Print Forms" dialog box will pop up. Click the "Print" button.

6. The dialog window will change to a print processing window. Once it is done creating a PDF file of the registration you will get the below dialog window. Click the "View Forms" link and it will download it to your computer or open it in your PDF application.

Add Student Manually to Returning Student Registration

1. If you find a student that was enrolled in a SPEED at some point but did not get pulled into the "Roster Workspace" of the Returning Student Registration form, you can add the student manually to the Roster. First navigate to the Returning Student Registration and select the "Roster Workspace."

2. Change your "View" to "Import/Added."

Returning Student Registration (2023-2024)

Roster Workspace   Submission Workspace

Select a... View: **Imported / Added** ▾

☐	Student ID	First Name

No records were found.

◀ ▶

Views   ✖

Search
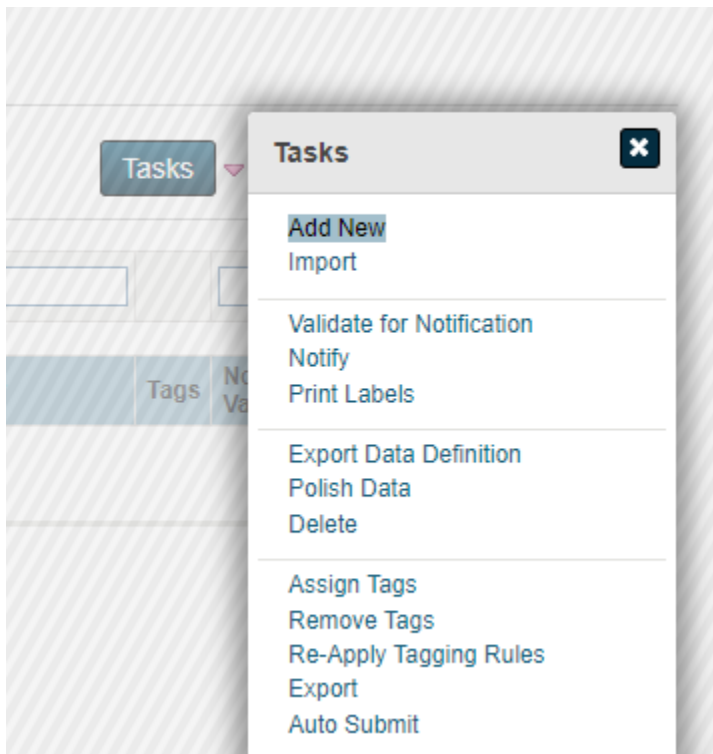
Default

All Roster Records
Unsubmitted

~~Imported / Added~~
Notified / Not Started
Started
Submitted
On Hold
Discarded

3. Click on the "Tasks" button on the right and select "Add New."

Tasks

Tasks   ✖

Add New
Import

Validate for Notification
Notify
Print Labels

Export Data Definition
Polish Data
Delete

Assign Tags
Remove Tags
Re-Apply Tagging Rules
Export
Auto Submit

4. Fill in the required information on the "Add New Roster Record" page with the information from eSchoolPlus. When done press the "Save" button.

Add New Roster Record

← Back to Returning Student Registration (2023-2024)

Add a new roster record by completing the information below. When you are done, click **Save** to save the changes or click **Canc**

A red asterisk (*) means that a value for that field is required before that record can be notified. Two red asterisks (**) mean that that student can be notified.

Note: The completion of all known data values is suggested.

[Save] [Save and Add Another] or Cancel

| * stu_ID | |
* stu_FirstName	
stu_MiddleName	
* stu_LastName	
stu_Suffix	⌄
* stu_DoB	
* stu_EnrollGrade	⌄

5. After saving the record it will return you to the "Import/Added." The next step is to generate the Snapcode by doing the "Notify" task. To do that select the record checkbox and click on "Tasks." Select "Notify" from the menu.
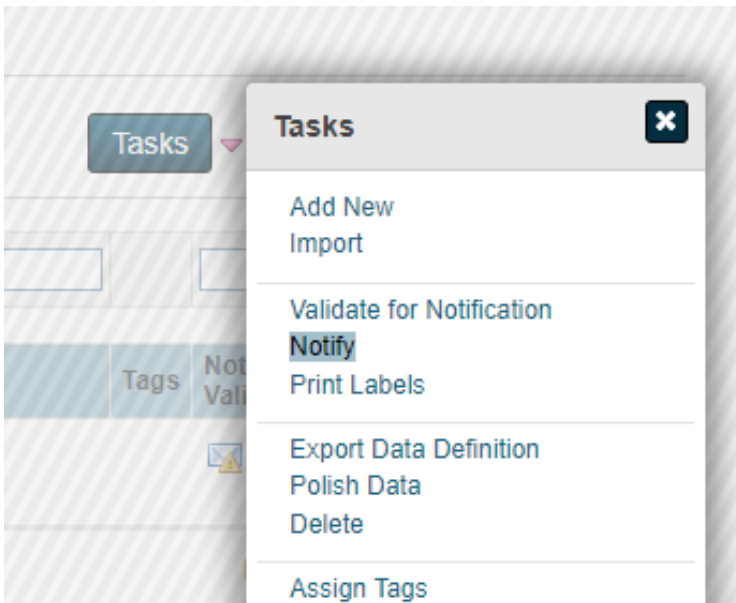
6. In the "Notify" dialog window select "Print Letters" and then click the "Selected Only" button.
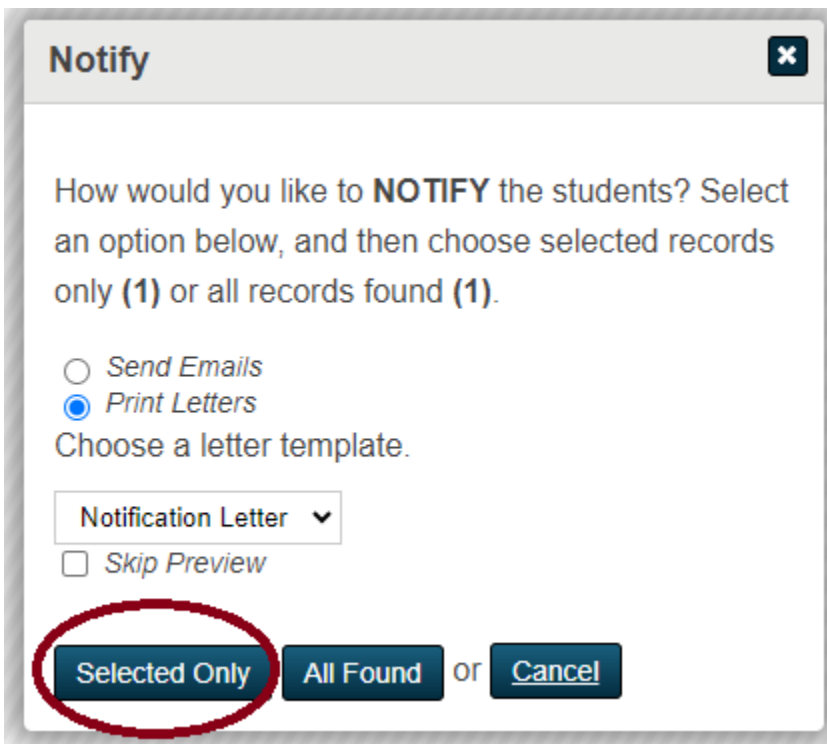
7. The system will take you to a "Print "Notification Letter" Letters" screen. Scroll to the bottom and click the "Print All" button. **Note that the Snapcode does not get generated by the system until you click the "Print All" button.**

What if I make a mistake?
If you would like to make a change, click on the

I've completed the form, now what?
When you have finished entering your informati
button, you will need to make sure that you hav

What if I have more than one student at S
Do I need to do this for each child? Yes, becaus
Student Registration and then start another – tl

I don't know what a question is asking.
You can contact Speed Ed S.E.J.A. District #802
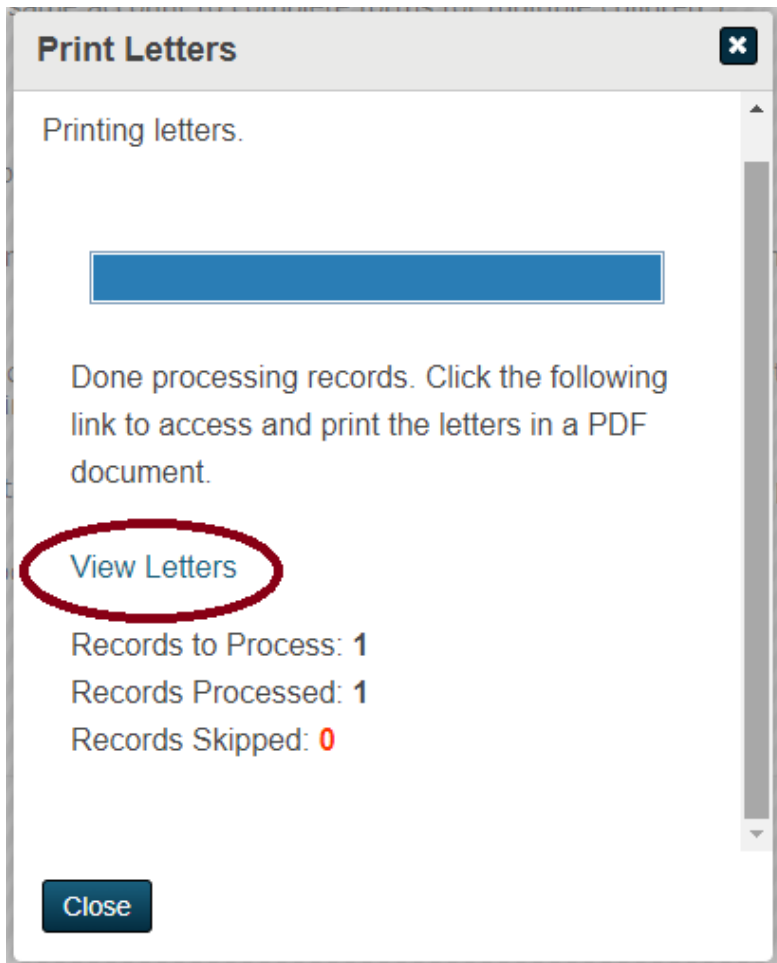
Help! I'm having technical difficulties.
For technical support, visit our PowerSchool Col

Thank you!

Speed Ed S.E.J.A. District #802

Print All

8. After the print has processed the letter into a PDF, click on the "View Letters" link to download the PDF file so you can print it.

9. After the Registration has been notified, it will move to the "Notified/Not Started" view of the Roster Workspace.

Register on Behalf of a Family

1. To register for a family that is not able to complete the registration online,