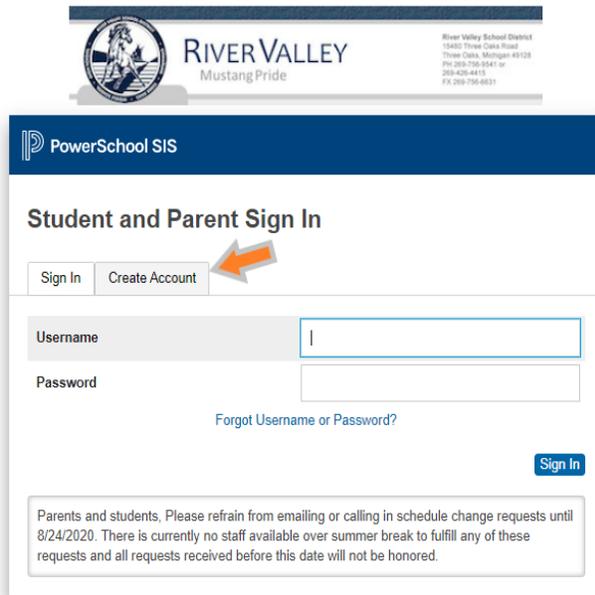


PowerSchool Parent Portal Account Creation and Student Registration Instructions

This year, student registration has been integrated into the Parent Portal in PowerSchool, and requires parents to have a PowerSchool sign in to complete registration. Below are the instructions for creating an account for the Parent Portal and beginning student registration for the upcoming school year. Registration can be done on any device with an updated internet browser and internet access, but it is easier to complete on desktop or laptop computer.

If you already have a Parent portal account, please skip to step 6

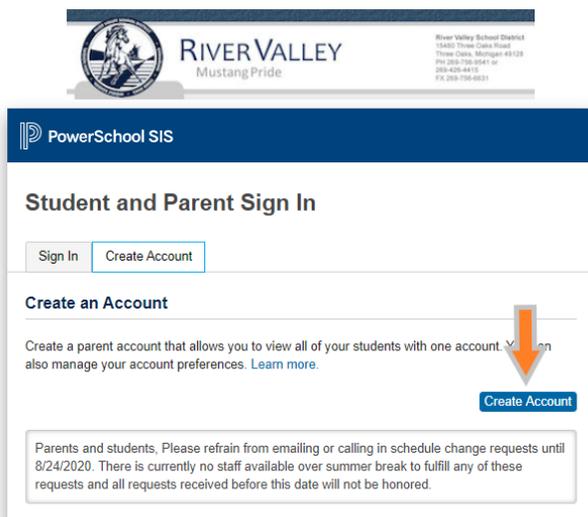
1. Open an internet browser like Google Chrome, Firefox, or Microsoft IE, and navigate to: <https://rivervalleypowerschool.berrienresa.org/public/home.html> .
2. Click on the Create Account tab.



The screenshot shows the top of the PowerSchool SIS website for River Valley School District. The header includes the school logo, name, and contact information. Below the header is a blue navigation bar with the PowerSchool SIS logo. The main content area is titled 'Student and Parent Sign In' and contains two buttons: 'Sign In' and 'Create Account'. An orange arrow points to the 'Create Account' button. Below the buttons are input fields for 'Username' and 'Password', a 'Forgot Username or Password?' link, and a 'Sign In' button. A notice at the bottom of the form states: 'Parents and students, Please refrain from emailing or calling in schedule change requests until 8/24/2020. There is currently no staff available over summer break to fulfill any of these requests and all requests received before this date will not be honored.'

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3. Click the Create Account button.



The screenshot shows the 'Create an Account' page on the PowerSchool SIS website. The header and navigation bar are the same as in the previous screenshot. The main content area is titled 'Create an Account' and contains a paragraph of text: '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.](#)' An orange arrow points to the 'Create Account' button. Below the text is a 'Create Account' button. A notice at the bottom of the form states: 'Parents and students, Please refrain from emailing or calling in schedule change requests until 8/24/2020. There is currently no staff available over summer break to fulfill any of these requests and all requests received before this date will not be honored.'

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4. Fill in the account information request. Please take note of password requirements and keep your login and password somewhere safe.

RIVER VALLEY
Mustang Pride

River Valley School District
15480 Three Oaks Road
Three Oaks, Michigan 49128
Ph: 269.736.6541 or
269.426.4455
FX: 269.736.6031

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must:

- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

[Link Students to Account](#)

5. Add the student information you received from the New Student registration request. For parents with returning students, please contact the school secretary for your students Access ID and Access Password. Add each student on this page and click submit.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

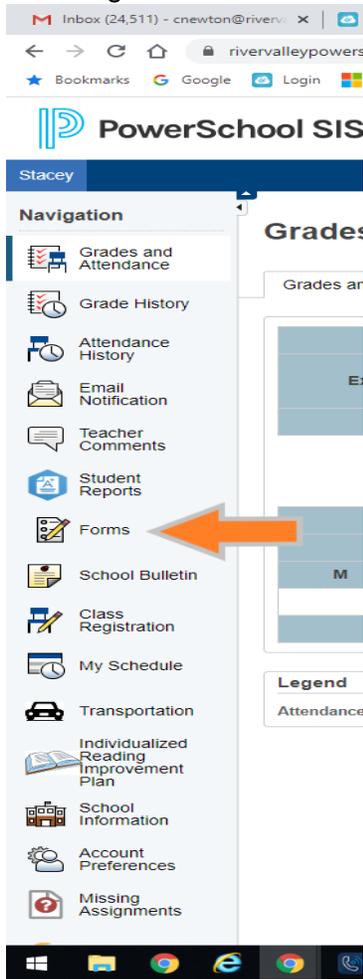
Relationship

3

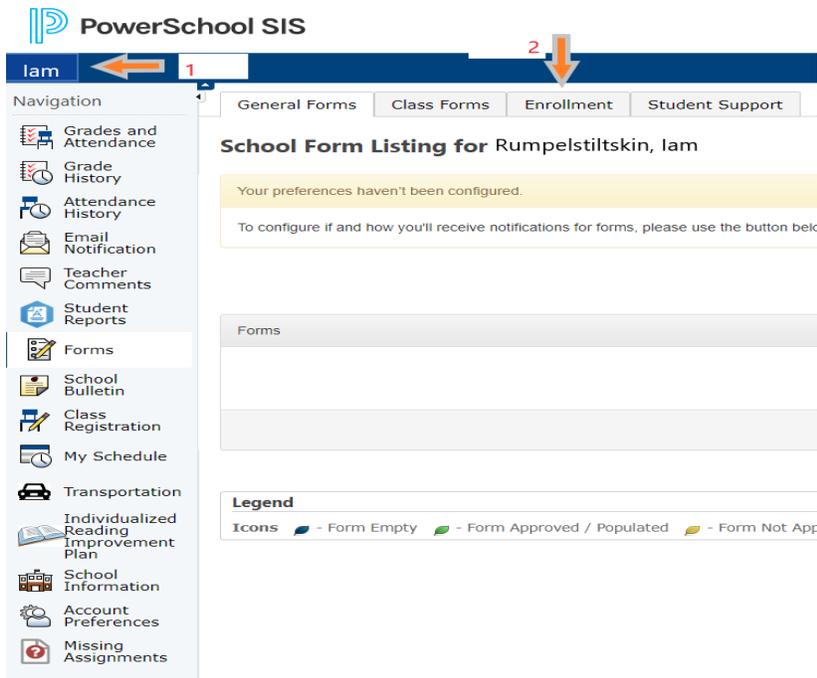
Student Name

Access ID

6. Once your account is created and you are signed in to the Parent Portal, click on the Forms link in the left navigation menu.



7. If you have more than one student, select the student name (1) and then select the Enrollment tab (2).



8. In the Enrollment tab, you will see the forms that need to be completed for student registration. Clicking the title of the form will open that form for you to enter the required information on that form.

Enroll Form Listing for Rumpelstiitskin, lam

Your preferences haven't been configured.
To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

Forms

Search forms...

1	2			3
Status	Form Name	Form Description	Category	Last Entry
Submitted	[River Valley School District] NS1 - Student Information		New Student Registration	2020-08-07 10:25:07.0
Submitted	[River Valley School District] NS2 - New Student Information Cont.		New Student Registration	2020-08-07 10:22:58.0
Submitted	[River Valley School District] NS3 - New Student Information - Accommodations	If this information does not pertain to your child, please click Next	New Student Registration	2020-08-07 08:56:55.0
Submitted	[River Valley School District] NS4 - New Student Information - Residency Information	This questionnaire is in compliance with the McKinney-Vento Act, U.S.C. 42 § 11431 et seq. This form is required to be sent home three times a year. Your answers will help determine if the student meets eligibility requirements for services under the McKinney-Vento Act.	New Student Registration	2020-08-07 08:57:23.0
Submitted	[River Valley School District] NS5 - Family Information		New Student Registration	2020-08-07 09:08:08.0
Submitted	[River Valley School District] NS6 - Emergency Contact Information		New Student Registration	2020-08-07 09:14:17.0
Submitted	[River Valley School District] NS7 - Medical Information		New Student Registration	2020-08-07 10:28:11.0
Submitted	[River Valley School District] NS8 - Agreements		New Student Registration	2020-08-07 10:32:25.0
Submitted	[River Valley School District] NS9 - Student Bus Transportation - Click Next if School Transportation is not needed	Please complete this transportation registration page ONLY if your child needs transportation to and/or from school.	New Student Registration	2020-08-07 08:59:40.0
Submitted	[River Valley School District] NS91 - Signature		New Student Registration	2020-08-11 07:53:31.0

9. Please complete each form and fill in as much information as you can. Required fields are noted with a red * and you will be able to complete the form until all required fields are populated. At the bottom of each page is Save for Later button, which will allow you come back and complete the page later if you have to stop for any reason. There is also a Submit button, which you would click when you have entered all the required information for that page.

PowerSchool SIS

Enroll Form Listing for Rumpelstiitskin, lam

There are 2 previous responses to this form.

[River Valley School District] NS1 - Student Information

Student Information

First Name *

Middle Name

Last Name *

Suffix

Gender * Female Male

Date of Birth *

Age

Grade Level

Place of Birth *

If other selected, please enter here

City of Birth *

Home/Residential Information

Address *

Apt / Unit / Ste

City *

Zip *

State *

Is the student's mailing address different than the physical address listed above?

Mailing Address

Address

Apt / Unit / Ste

City

Zip

State

Save for Later

Submit

10. You can navigate the different forms by selecting different tabs. Don't forget to click Save for Later or Submit before leaving each page.

11. Once all the forms have the required information, you will complete a digital signature on the last page. This form also has the digital document upload option for any required documents. Those documents include the following for new students:
 Birth Certificate
 Immunization Records
 Proof of Residence – Utility bill (Gas, Electric, or Water bill), rental agreement, or a recent mortgage statement.

If you have any questions about the registration process, please contact the school secretary of the school your student will be attending. The contact information is located on River Valley School District web page, on the staff directory page.