

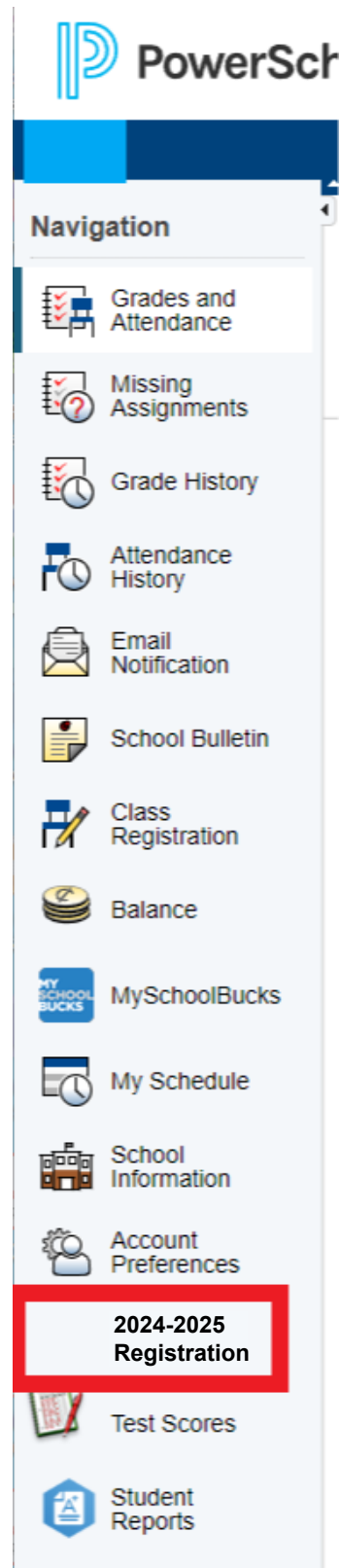
PowerSchool Parent Portal Help Page

Two ways to access Parent Portal

1. Click the link below
<<https://wbsd7.ps.state.nd.us/public/home.html>> and sign in to your PowerSchool Parent Portal.
2. Visit our website
<www.willistonschools.org>
 - a. From the homepage click **Menu** on the upper right > select for **Parents** > than **PowerSchool**. Click the first button, **PowerSchool Parent Portal**.

Within the Parent Portal:

1. Select the student's name you wish to register along the dark blue tab on the left
2. Select the **Registration Button** link at the bottom left of the navigation bar
3. Agree to the terms and conditions
4. Complete all screens of registration
5. Once finished, if you have other children, within PowerSchool Parent Portal choose the tab for the next child and repeat steps 2 and 3. Continue this process until you have finished the enrollment for each of your children.



Enrollment Frequently Asked Questions:

Q. I can't remember my login for the PowerSchool Parent Portal.

A. If you can't remember your login, use the "Forgot Username or Password?" link on the Sign In page.

- If you do not know your username click the **Forgot Username** tab. You will need to use the email address that the account was created with in order to receive your login credentials.
- To have the password reset, use the **Forgot Password** tab and provide your username and email address. An email will be sent to your email address with a link to reset your password. The link is only valid for 30 minutes.

*If you need further assistance recovering your login, please contact the district office or your child's school directly.

Q. What if I haven't set up a Parent Portal Login Account?

A. Please contact the district office or your child's school directly to get directions emailed to you with your Parent Access ID and Password. Be sure to mention if you have more than one child in the district.

Q. I'm trying to add a student to the Parent Portal, but I don't have an Access ID.

A. Please contact the district office or your child's school directly to obtain the Access ID and Password to add a student to your parent account.

Q. Do I have to answer all the questions?

A. Required fields and questions are marked with a box that says "required". All other questions are optional.

Q. What if I make a mistake?

A. If you would like to make a change, prior to submitting the form, you can either navigate back to the page using the "< Prev" and "Next >" buttons. Or if you are on the Review page, click on the underlined field. If you have already submitted the form, then you will need to contact your student's school, so they can make the changes for you.

Q. I've completed the form, now what?

A. Once you have finished entering your information, click "Submit." This will send all of the information you've entered to the school. If you cannot click on this button, you will need to make sure that you have answered all REQUIRED questions.

Q. What if I have more than one student in the district? Do I need to fill out a form for each child?

A. Yes. You will need to provide information that is specific for each child. You will complete and submit one form per child. Return to the parent portal to start the next child's form – doing this will allow you to "snap" (or share) selected family information between children which saves you time.

Q. Help! I'm on the Registration form and I'm having technical difficulties.

A. If you have any questions about the registration process, please contact us at 701-572-1580 or email enrollment@willistonschools.org.