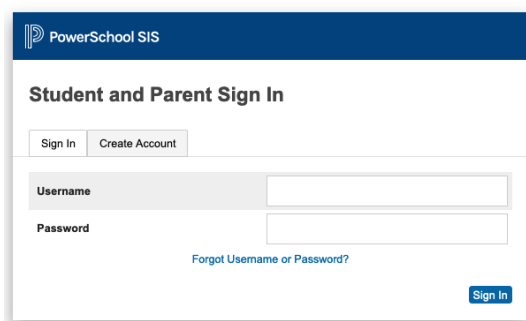# ENROLLMENT INSTRUCTIONS

1

Log in to Parent Portal
Visit www.usd490.org and click on the PowerSchool link. Log in with your parent credentials.

PowerSchool SIS

Student and Parent Sign In

Sign In | Create Account

Username

Password

Forgot Username or Password?

Sign In

2

Forms

Click on Forms link
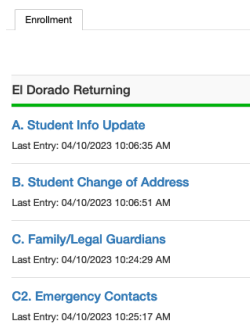In the Navigation menu, click on "Forms." A list of forms needed for enrollment will appear.

3

Begin Forms
Click on the blue name of the first form on the list to open that form.

Enrollment

El Dorado Returning

A. Student Info Update
Last Entry: 04/10/2023 10:06:35 AM

B. Student Change of Address
Last Entry: 04/10/2023 10:06:51 AM

C. Family/Legal Guardians
Last Entry: 04/10/2023 10:24:29 AM

C2. Emergency Contacts
Last Entry: 04/10/2023 10:25:17 AM

4

Fill out/update info
Complete and update information as needed. A red asterisk (*) means the field is required.

5

Submit or Save for Later
If all information is entered and accurate, click "Submit." If there is information you need to look up and return to, click "Save For Later."

Submit

Save for Later

6

✓

Thank You!

Form Submitted!

OK

Submission confirmation
Once the form has been submitted, you will receive a confirmation. Click "Ok."

7

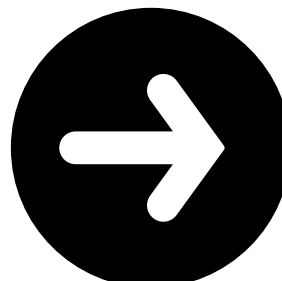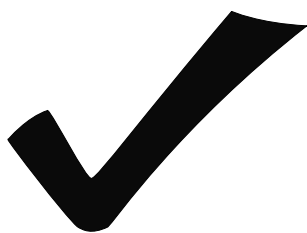### Moving to next form
Once you click "Save For Later" or "Ok," the next form will automatically open.

→

8

✓

Complete all forms
Complete every form and submit. The last form should be "Acknowledgement of Completion."

9

Check submission status
To check the status of forms, click Forms in the Navigation menu. Forms will have a green leaf and say "submitted" when complete.
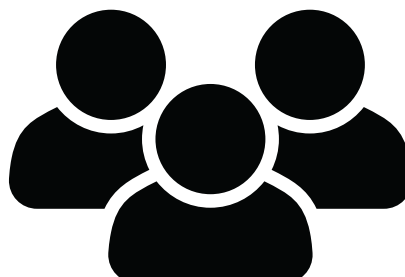
🍃 Submitted

10

🍂 Pending

"Pending" status
If any forms have a yellow leaf and say "Pending," make sure you have submitted that form. If you have, it is just waiting on office staff to verify and accept the information.

11

Multiple students
Families with more than one student can move to the next child's enrollment by clicking the child's name in the blue menu bar and repeating steps one through ten.

12

EL DORADO
PUBLIC SCHOOLS

Additional Information
For copies of handbooks or more district information, visit our website: www.usd490.org.