

**Powerschool is an important program** that we use to track attendance, submit grades, keep in touch and gain access to your emergency information and contacts. This is why it is critical that it is filled in correctly and promptly so that we are all set to ensure our staff has all the information needed for your students to have a great year at Holy Trinity!

**Even if you are a returning family, this must be updated each year.**

If you are a new family, you will need to create a new account with the codes we will provide to you.

**Please complete E Registration with PowerSchool right away:**

Go to <https://ddm.powerschool.com/public/> to login or set up your account.

**Be sure to remember your username and password.**

**This will allow you to do E Registration updates every school year.**

**If you are a new family we will send you Access ID codes and an Access Password.**

The image shows a screenshot of the 'Create Parent Account' form on the PowerSchool website. The form is divided into two main sections: 'Parent Account Details' and 'Link Students to Account'. In the 'Parent Account Details' section, there are input fields for First Name, Last Name, Email, Re-enter Email, Desired Username, Password, and Re-enter Password. A red callout box with white text points to the Password field, stating 'THIS IS WHERE YOU CREATE YOUR OWN'. Below the Password field, there is a note: 'Password must: \*Be at least 8 characters long'. In the 'Link Students to Account' section, there is a table with a header 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. The table has a column for 'Student Name', 'Access ID', and 'Access Password'. A red callout box with white text points to the 'Access ID' field, stating 'THIS IS WHERE YOU INPUT THE CODES'. The form is set against a white background with a blue header bar at the top.

**Once logged in, follow these instructions:**

1. After you login, please go to the bottom left-hand side and click on **E Registration**. This opens up a screen with tabs across the top. There are about 7-9 tabs/screens with information to review or update. Please click on each tab to ensure all fields are filled in correctly. It will tell you when you are completed with the process. Please read below for specific instructions on how to fill out the tabs.
2. Demographics Tab: Review and if needed, update. Press Save to advance to the next tab.
3. Health Tab: Review and if needed, update. Press Save to advance to the next tab.
4. Contacts Tab:  
A: There will be an additional tab for each contact. If you need to delete a contact or accidentally duplicate a contact, click on his/her tab, click "Add" next to Relationships and then on the right hand side there will be a blue "Delete Contact for this Student" button. NOTE: Some of those changes will not occur until approved on our end. Thanks for your patience.  
B: Please use the images below to set up each individual contact accurately. The fields in the contact section populate teacher email lists, our emergency contact SMS (text) system and the Friday News. **If they are not filled in you will miss out on important communications from the school. Please also make sure you have [holytrinity@htschool.org](mailto:holytrinity@htschool.org) added into your contact list so that emails are not blocked.**

DATA ACCESS TABS IN POWERSCHOOL

**NOTE: WILL NOT GET EMAILS FROM TEACHERS IF THIS IS NOT CLICKED YES**

The screenshot shows the 'Update Contacts' tab in Powerschool. On the left is a navigation menu with 'Update Contacts' highlighted. The main area contains several sections: 'Add Relationships', 'Add Addresses', 'Add Phones', and 'Add Emails'. Each section has a table with columns for student information and contact details. Red circles and arrows highlight specific fields: the 'Receives Mail?' dropdown in the Relationships table, the 'Add Addresses' button, the 'SMS' dropdown in the Phones table, the 'Add Emails' button, the 'Email Address' input field, the 'Primary Email?' dropdown, and the 'Save Changes' button. Red text notes provide instructions for each highlighted area.

Student	Relationship	Has Custody?	Lives With?	School Pickup?	Emergency Contact?	Receives Mail?	Note
On File	Sunny	Yes	Yes	Yes	Yes	Yes	
Your Update							

**NOTE: RED HIGHLIGHT BOX MEANS NOTHING IS IN HERE AND IT NEEDS TO BE FILLED IN**

Type	Phone Number	Preferred?	SMS	
On File	Home	515 134 5678	No	No
Your Update				Yes

**NOTE: WILL NOT GET TEXTS IF THIS IS NOT CLICKED YES**

Email Address	Primary Email?	Email Type	
On File			
Your Update			

**PLEASE INDICATE WHICH EMAIL IS PRIMARY**

**REMEMBER TO SAVE!**

**NOTE: WILL NOT GET FRIDAY NEWS EMAILS IF NO EMAIL HERE**

5. Contacts Sort Tab: Place the student's contacts in the order you would like them to be contacted.
6. Permissions: Review and if needed, update. Press Save to advance to the next tab.
7. Documents: Directions on the page. Press Continue to advance to the next tab.
8. Finish: Read the note for your current status. **A green check mark indicates your e-registration has been completed.**