



First Step

1. Preregistration - <https://ecollect.accelaschool.com/mancosenroll>
2. Complete student information and submit.
3. An email will be sent from enrollment@accelaschool.com to confirm your submission.
 - a) *One form per student is to be submitted.*
 - b) Click 'Enroll Another' to submit another student.
 - c) When you return to the top of the page, shared information (e.g. address) will still be present on the form.



Second Step

1. After the initial information is entered into our system, an email will be sent with further instructions on how to complete registration in PowerSchool by creating a parent account
 - a) If you already have a parent account and would like to add a new family member, you can follow these steps:
<https://docs.powerschool.com/PSHSP/accounts/add-students-to-your-account>
2. When you have set up your parent account, and are in PowerSchool
 - a) Select student from dark blue bar at the top of the page
 - b) Forms
 - c) General Forms - complete enrollment forms
 - i) A status bar on the right hand side, shows level of completion
 - ii) You are able to save forms and log back in to complete them, if something comes up whilst you are registering your child(ren)
 - iii) Preferences - turn on email notifications (you can also list more than one email) to be kept up to date with school happenings and your students account



The screenshot shows the PowerSchool SIS interface for a user named 'Test2'. The page title is 'School Form Listing for Test, Fifth T'. The interface includes a navigation sidebar on the left with categories like 'Alerting', 'Navigation', and 'Forms'. The main content area has tabs for 'General Forms', 'Class Forms', 'Enrollment', and 'Student Support'. A table lists various forms with columns for Status, Form Name, Form Description, Category, and Last Entry. Annotations 'a', 'b', 'c', and 'd' highlight specific elements: 'a' points to the 'Students listed' text, 'b' points to the 'Forms' menu item, 'c' points to the 'General Forms' tab, and 'd' points to the 'Enrollment' tab. A progress bar is visible on the right side of the table.

PowerSchool
PowerSchool SIS

Welcome, Test2 Help Sign Out

Filter Test2

Alerting

- SwiftReach SwiftK12

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Contacts
- Forms**
- School Bulletin
- Class Registration
- Balance
- My Calendars
- School Information
- Account Preferences

School Form Listing for Test, Fifth T

General Forms Class Forms Enrollment Student Support

Forms

Search forms...

Enrollment

Status	Form Name	Form Description	Category	Last Entry
Submitted	A. Student Demographics MSD		Enrollment	04/07/2021 2:17:32 PM
Submitted	B. Student Address MSD		Enrollment	04/07/2021 2:20:09 PM
Submitted	C. Birth Certificate MSD		Enrollment	04/07/2021 2:21:44 PM
Pending	D. Student Contacts MSD		Enrollment	04/07/2021 2:24:12 PM
Submitted	E. Health Information MSD		Enrollment	04/07/2021 2:27:01 PM
Submitted	F. Health Authorizations MSD		Enrollment	04/07/2021 2:28:06 PM
Submitted	G. Home Language Survey MSD		Enrollment	04/07/2021 2:29:28 PM
Submitted	H. Student Services History MSD		Enrollment	04/07/2021 2:30:15 PM

Preferences