

## Online Registration Instructions

### 1. Create an account:

Click the appropriate link on webpage.

**NEWTON**  
PUBLIC SCHOOLS

## Create an Account

Enter the following required information to continue. **This account is meant to be created by an adult family member.** It is important to create only one account per household so that the system will be able to save and access your information correctly.

Don't Have an Email Address? We suggest that you obtain a free email account online through [Google](#) or [Yahoo](#).

### Profile

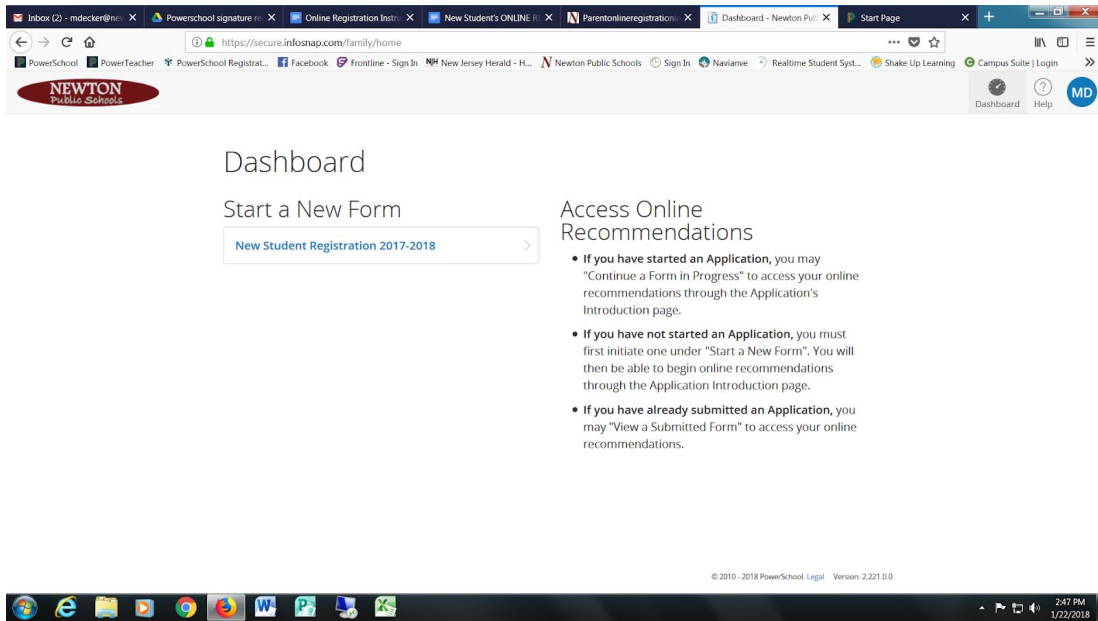
First Name

Last Name

Daytime Phone  
Used to provide support, if requested. Enter entire number, including area code.

Please enter **your** first name, last name, phone, email address and create a password. Please remember your password as you will need this to update information in following years. Your id will be your email address. You may login and out as often as you like during the registration process.

## 2. Enter Registration Information - Click on New Student Registration



Dashboard

Start a New Form

[New Student Registration 2017-2018](#)

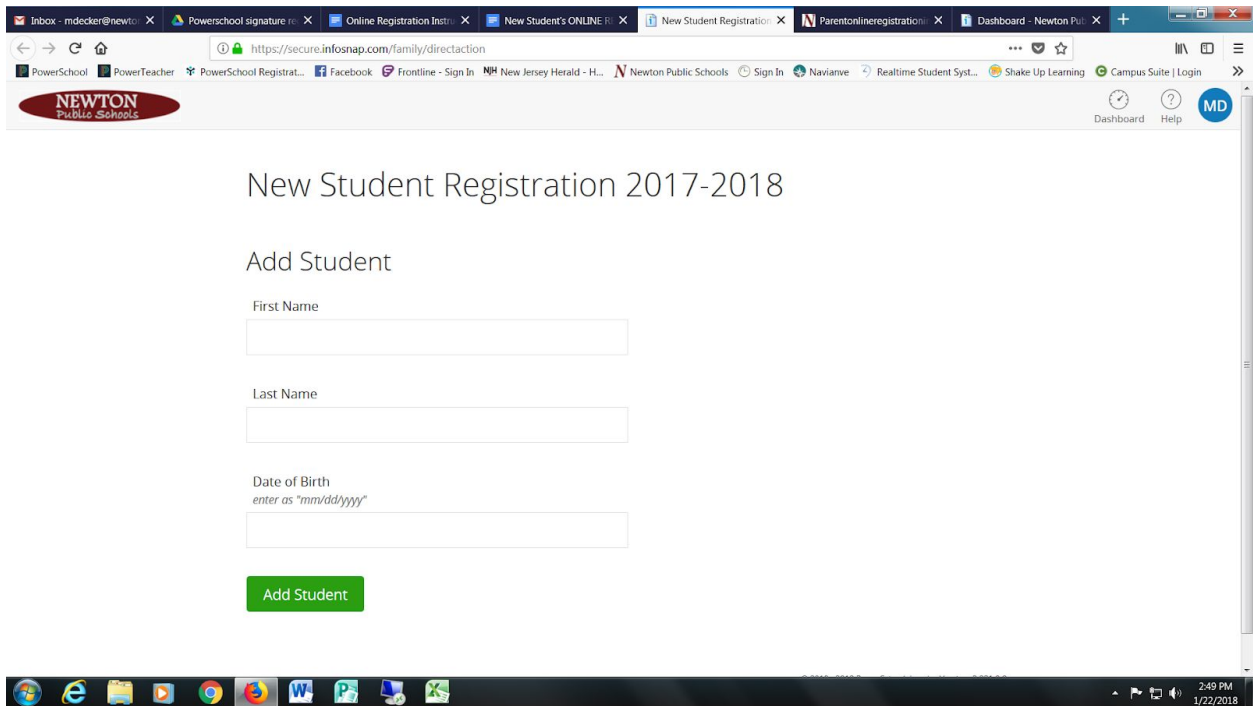
Access Online Recommendations

- If you have started an Application, you may "Continue a Form in Progress" to access your online recommendations through the Application's Introduction page.
- If you have not started an Application, you must first initiate one under "Start a New Form". You will then be able to begin online recommendations through the Application Introduction page.
- If you have already submitted an Application, you may "View a Submitted Form" to access your online recommendations.

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## 3. Add your student

Please enter your **student's** first name, last name, Date of Birth and click Add Student:



New Student Registration 2017-2018

Add Student

First Name

Last Name

Date of Birth  
*enter as "mm/dd/yyyy"*

[Add Student](#)

4. Please follow the directions on the each screen for filling out the requested information.

The screenshot shows a web browser window displaying the Newton Public Schools online registration portal. The browser's address bar shows the URL: <https://secure.infosnap.com/family/actionForms/index>. The page features a navigation menu on the left with the following items: Introduction (highlighted), Forms, Student, New Student, Family, Emergency, Agreements, Document Upload, Signature, and Review & Submit. The main content area is titled 'Introduction' and 'Online New Student Registration'. Below the heading, there is a welcome message: 'Welcome to Newton Public Schools New Student Registration. Please follow the steps below to continue.' This is followed by a numbered list of instructions: 1. Click "Next >" on this page, and enter the information requested by the online forms. Note: Required fields are marked with a red asterisk, and Newton Public Schools will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation. 2. On the "Review" page, check your data before submitting. 3. Click "Submit"! 4. On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation. Below the instructions, there is a heading for 'New Student Registration for Additional Students' and a 'Next' button.

You may exit and come back by using the account information you created above. You may move between screens either by clicking next/previous buttons or by clicking on the screen name in the left side navigation.

## 5. Review & Submit

When all sections have been entered, you may review and submit your form.

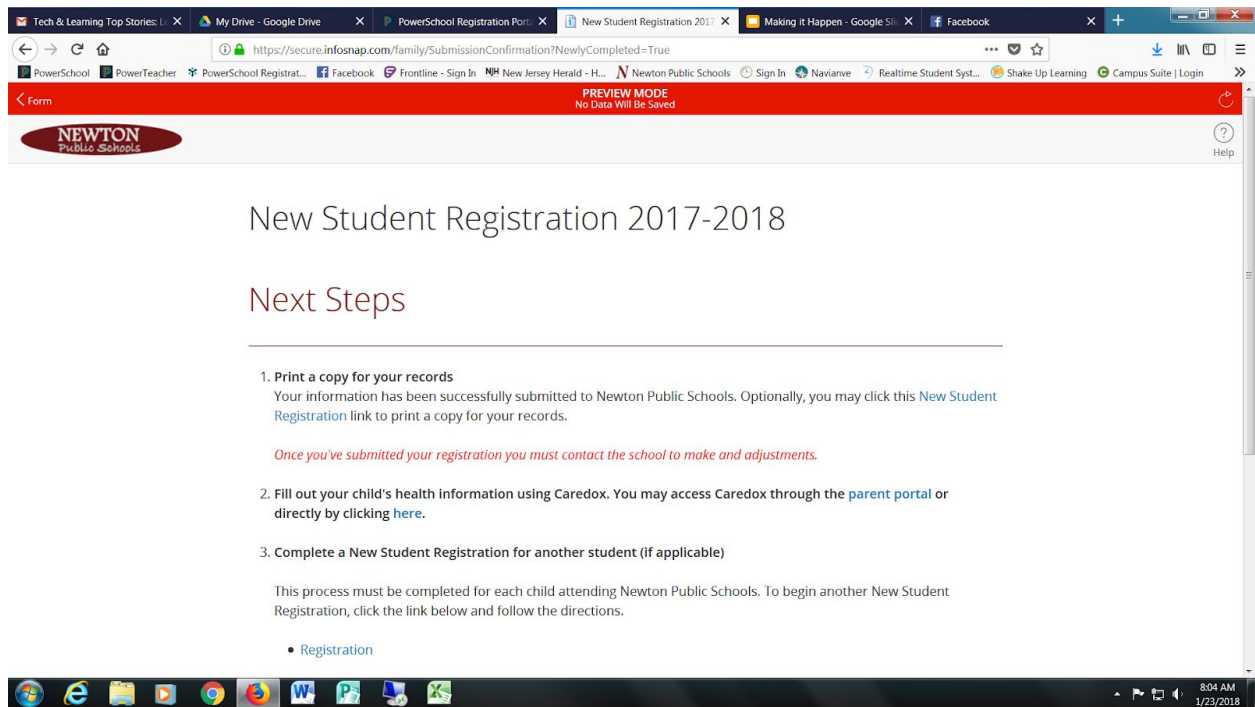
If any errors are found, they must be corrected before you are able to submit successfully. You will see the following message if errors are found:

**YOU HAVE NOT COMPLETED ALL REQUIRED FIELDS AND MET ALL FORMAT REQUIREMENTS. IN ORDER TO PROCEED, YOU MUST:**

Review your form below, click on each field marked "Required" or "Invalid Format", and complete or correct your information.

The screenshot displays the 'Review & Submit' page for a student registration form. The page header includes the Newton Public Schools logo and navigation links. The main content area features a message indicating that not all required fields have been completed. Below the message, the 'Student Information' section lists several fields: First Name (filled with 'Mary'), Middle Name, Last Name (filled with 'Decker'), Gender (marked as required), Date of Birth (filled with '9/16/1961'), and Enrolling Grade (marked as required). Each field has an 'Edit' link next to it. At the bottom of the form, there are 'Previous' and 'Submit' buttons. The browser's address bar shows the URL 'https://secure.infosnap.com/family/ActionForms/Index/8'.

When all errors are correct and you have clicked the submit button, the following screen appears:



Your student has been registered. You may now logout.