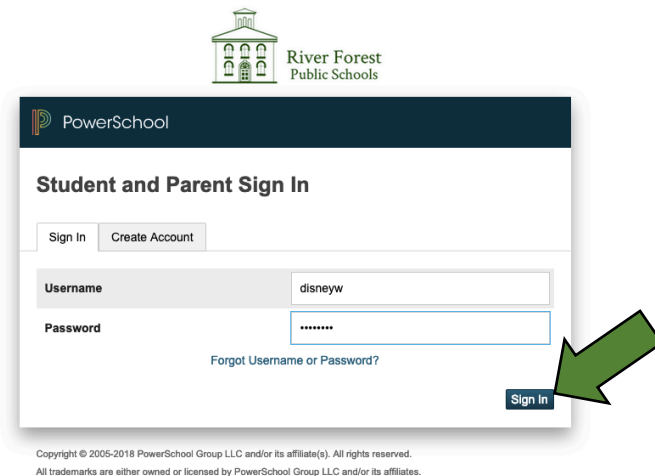
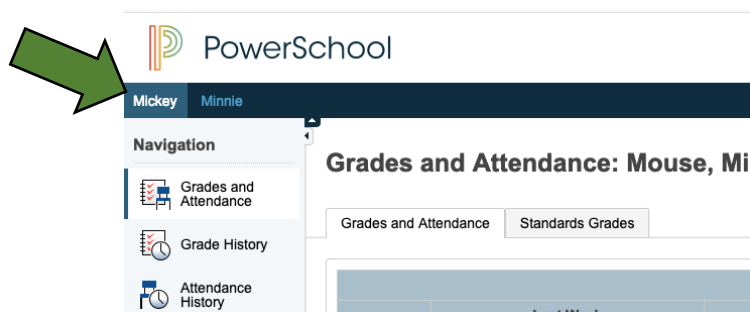


How to Register Your Student

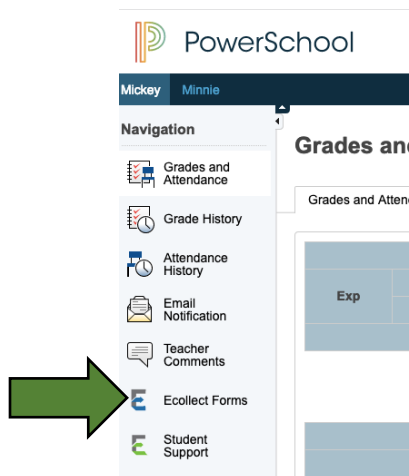
1. Navigate to the Powerschool Parent Portal
2. Type in your Username and Password in the corresponding boxes



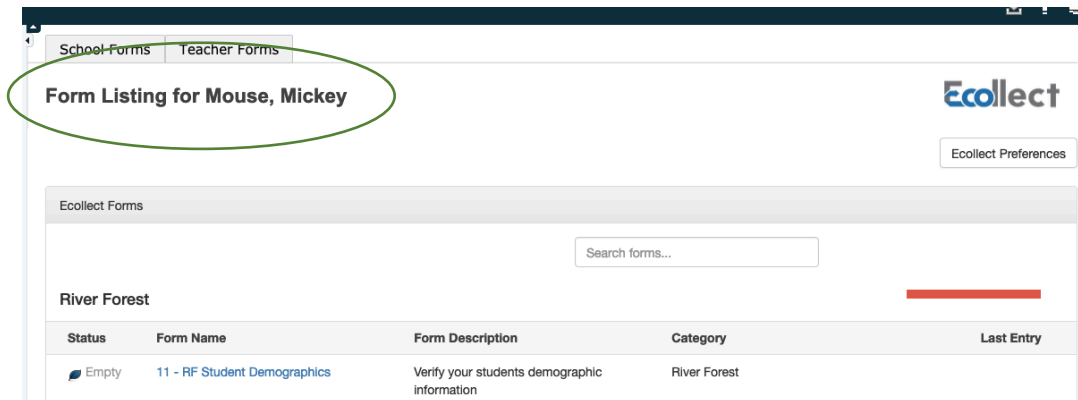
3. Click the **Sign In** button
4. Once signed in, you should see your student(s) name(s) in the top left corner.



5. In the left navigation pane, click on **Ecollect Forms**.

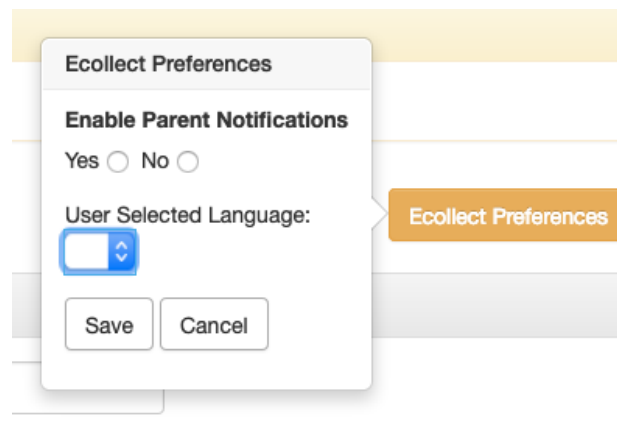


6. You will see “Form Listing for Last Name, First Name” for your student

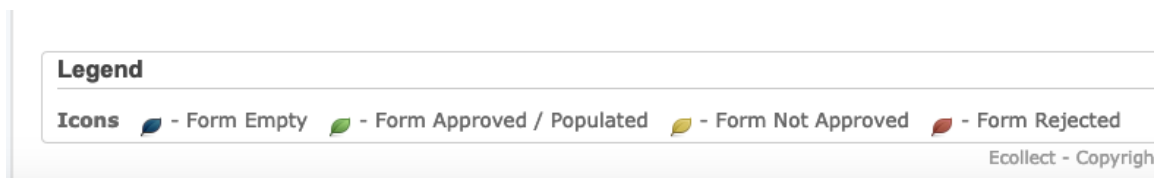


7. Click on the **Ecollect Preferences** button to set your preferences and click **Save**

- **Enable Parent Notifications** – the system will notify you when you have submitted a form, new forms available, or changes have been made to a form
- **User Selected Language:** - there are no other languages currently available for our district, please leave blank



8. All the forms needed for registration are listed under the Ecollect Forms. Each form has a colored leaf in front of it to signify the status of the form.



9. Click on the first form in the list, **11- RF Student Demographics**

River Forest			
Status	Form Name	Description	Category
Empty	11 - RF Student Demographics	Verify your students demographic information	River Forest
Empty	12 - RF Student Address	Verify your current address	River Forest
Empty	14 - RF Home Language Survey	Verify the language(s) spoken most often in your home	River Forest
Empty	15 - RF Custody Information	Verify the legal custody of your student	River Forest
Empty	16 - RF Academic History	Verify any previous academic history for your student	River Forest
Empty	17 - RF Student Contacts	Add, update, or share contacts for your students.	River Forest
Empty	19 - RF Emergency Authorization	Authorization for emergency care	River Forest
Empty	20 - RF Permissions/Agreements	Authorization and school agreements	River Forest
Empty	21 - RF Acknowledgment of Completion	Authorization and completion of registration	River Forest

10. If you have a returning student, the form will display the current information we have on file for your student. Verify the information is correct, and make sure all fields with a * are filled out.

Ecollect 11 - RF Student Demographics
Verify your students demographic information

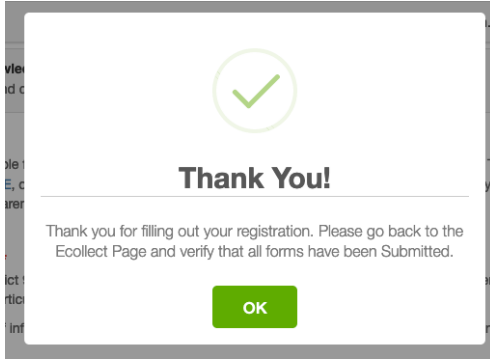
<p>First Name *</p> <input type="text" value="Mickey"/>	<p>Middle Name</p> <input type="text"/>	<p>Last Name *</p> <input type="text" value="Mouse"/>
<p>Suffix Jr, IV, etc</p> <input type="text"/>	<p>Preferred Name If different</p> <input type="text"/>	<p>Gender *</p> <p><input type="radio"/> Female <input checked="" type="radio"/> Male</p>
<p>Date of Birth *</p> <input type="text" value="11/25/2009"/>	<p>Was the student born in the United States? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>City of Birth *</p> <input type="text" value="Orlando"/>
<p>Age 9 years 4 months</p>	<p>Next Year's School Willard Elementary</p>	<p>Next Year's Grade K</p>

11. Click the **Submit** button to move to the next form.

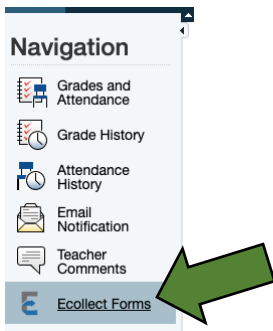
***If you missed a field, it will appear in red on the form and will not let you move to the next form until you have answered it.*

<p>Preferred Name If different</p> <input type="text"/>	<p>Gender *</p> <p><input type="radio"/> Female <input checked="" type="radio"/> Male</p>
<p>Was the student born in the United States? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p style="color: red; font-weight: bold; text-align: center;">Missing Required Field!</p>	<p>City of Birth *</p> <input type="text" value="Orlando"/>
<p>Next Year's Grade</p>	

12. Repeat steps 10 and 11 until you reach the last form, **21 – RF Acknowledgement of Completion**.
13. Once you click submit on the last form, you will receive a Thank You! Message like the one pictured below.



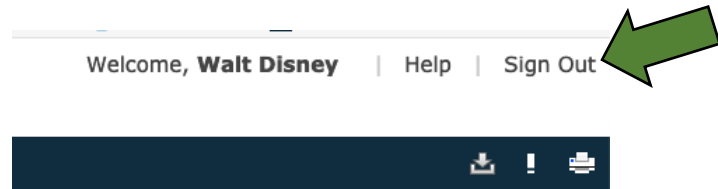
14. Click **OK**
15. Click on Ecollect Forms in the navigation bar



16. Make sure all of the forms have a green leaf and say **Submitted** in front of the name of the form.

River Forest			
Status	Form Name	Form Description	Category
Submitted	11 - RF Student Demographics	Verify your students demographic information	River Forest
Submitted	12 - RF Student Address	Verify your current address	River Forest
Submitted	13 - RF Home Language Survey	Verify the language(s) spoken most often in your home	River Forest
Submitted	14 - RF Custody Information	Verify the legal custody of your student	River Forest
Submitted	15 - RF Academic History	Verify any previous academic history for your student	River Forest
Submitted	16 - RF Student Contacts	Add, update, or share contacts for your students.	River Forest
Submitted	17 - RF Health Information	Add, update, or edit your students health information	River Forest
Submitted	18 - RF Emergency Authorization	Authorization for emergency care	River Forest
Submitted	19 - RF Permissions/Agreements	Authorization and school agreements	River Forest
Submitted	20 - RF Acknowledgment of Completion	Authorization and completion of registration	River Forest

17. If you have another student, click on the tab with their name on it at the top and repeat the process. If you do not have another student, or when you are finished filling out the forms for all your students, click on **Sign Out** in the top right of the screen.



Thank you so much for your patience and understanding as we transition to this new registration process.