



Fort Payne City Schools

Guía de inscripción en línea

PowerSchool SIS

(También conocido como PowerSchool Parent
Portal)

***Esta guía le ayudará en algunas situaciones. Comuníquese con la escuela de su estudiante para obtener asistencia no incluida en esta guía.

Tabla de contenido

Haga clic en una página para saltar a esas instrucciones.

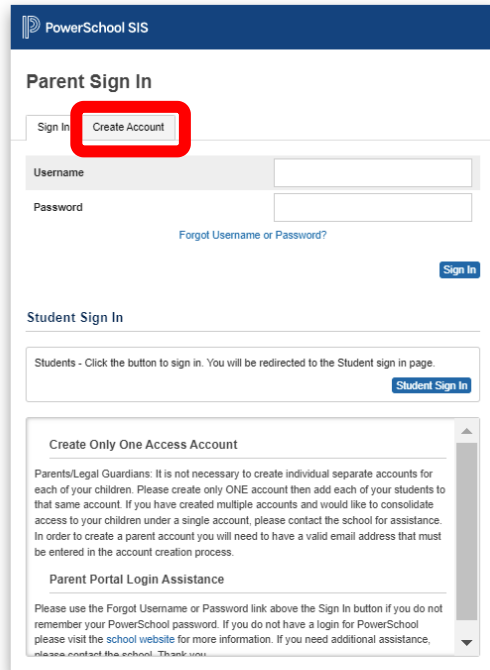
Creating a Parent Portal Account.....Error! Bookmark not defined.
Complete Online EnrollmentError! Bookmark not defined.
To Add Additional Students to your Parent Portal.Error! Bookmark not defined.
To Register an Additional Returning Student.....Error! Bookmark not defined.
To Register an Additional New StudentError! Bookmark not defined.

Creating a Parent Portal Account (Creación de una cuenta del portal para padres)

Para completar la inscripción en línea, primero debe crear "Parent Portal Account" en PowerSchool. Este portal le permite acceder al progreso de su estudiante, como calificaciones, asistencia, disciplina, etc.

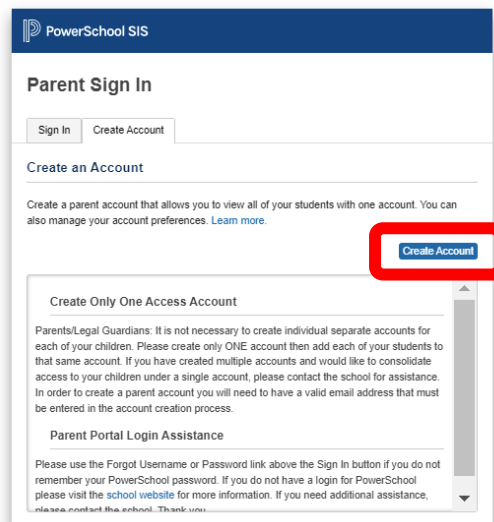
1. Vaya a <https://fortpaynecs.powerschool.com/public/> en un navegador de Internet.

2. En "Parent Sign in" (Inicio de sesión para padres), seleccione **Create Account**.



The screenshot shows the PowerSchool SIS Parent Sign In page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a red box. Below the buttons, there are input fields for "Username" and "Password", and a link for "Forgot Username or Password?". There is also a "Sign In" button. Below this, there is a section for "Student Sign In" with a "Student Sign In" button. At the bottom, there is a section titled "Create Only One Access Account" with a scrollable area containing text about account creation and "Parent Portal Login Assistance".

3. Seleccione **Create Account**.



The screenshot shows the PowerSchool SIS Parent Sign In page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a red box. Below the buttons, there is a section titled "Create an Account" with a "Create Account" button. Below this, there is a section titled "Create Only One Access Account" with a scrollable area containing text about account creation and "Parent Portal Login Assistance".

4. Cree su cuenta de padre por completando los siguientes cuadros: Nombre, Apellido, Correo electrónico, Nombre de usuario deseado y Contraseña (preste atención a los requisitos de contraseña que se muestran en la pantalla).

5. Para vincular a su(s) estudiante(s) a su cuenta, escriba el nombre y apellido de su hijo(a) en el espacio en blanco Nombre del estudiante e ingrese el ID de acceso y la Contraseña de acceso exactamente como están impresos a continuación (ambos distinguen entre mayúsculas y minúsculas). Elija la relación correcta en el menú desplegable proporcionado.

Access ID is: *****

Access Password is: *****

Si tiene varios niños inscritos en las escuelas de la ciudad de Fort Payne, continúe agregándolos en esta pantalla.

La identificación de acceso y la contraseña de su estudiante se encontrarán en este formulario. Si no dispone de este formulario:

1. Pregúntele a su estudiante: estos deberían haber sido enviados a casa en la jornada de puertas abiertas o el primer día.
2. Comuníquese con la escuela de su estudiante para obtener esta información

To the parents of Brad Axel Ace
The administration and staff at District Office are excited to announce that we are at the point where we can provide you and Brad Axel with rad Axel's cur and attendance on the PowerSchool Mobile App. To receive notifications of grades and attendance, you will need to follow these steps:

1. Download the PowerSchool Mobile App from the Apple App Store or Google Play for Android devices using the QR codes shown above.
2. Open an internet browser on your device such as Safari or Chrome.
3. Type fortpaynes.powerschool.com/public into the address bar.
4. Click the Create Account tab, then click Create Account.
5. Create your parent account by filling in the following fields: First Name, Last Name, Email, Desired Username, and Password (pay attention to the password requirements shown on the screen).
6. To link your student(s) to your account, type your child's first and last name in the Student Name field and enter the Access ID and Access Password exactly as they are printed below (both are case sensitive). Choose the correct Relationship from the dropdown menu provided. If you have multiple children enrolled at **Fort Payne Public Schools**, continue to add them on this screen.
Access ID: **AccevedoAr**
Access Password is: **13G3U7**
7. When all the information is complete, click Enter.
8. You will be sent an email that you will need to verify before continuing. Check your email and click on the link provided to verify your account. This message may be sent to your junk email.
9. Once you have verified your account by clicking the link, exit the internet browser and open the PowerSchool Mobile App.
10. Once the app opens, enter the District Code: ZGNJ, then click Continue. When asked if your school district is in Canada, select No. On the next screen, choose I'm a Parent and enter your Username and Password to sign in.

Contact your child's school at (256) 845-7501 if you have any issues or need help setting up your parent account or logging in to the PowerSchool Mobile App.

Homeroom: 0701-Baker

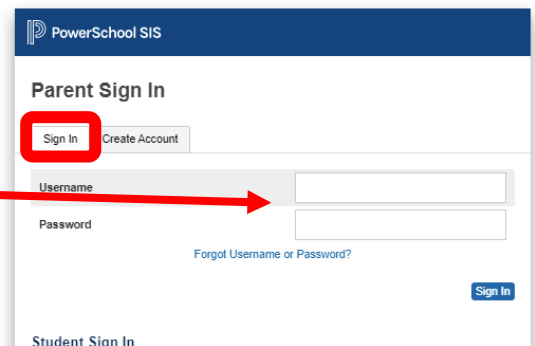
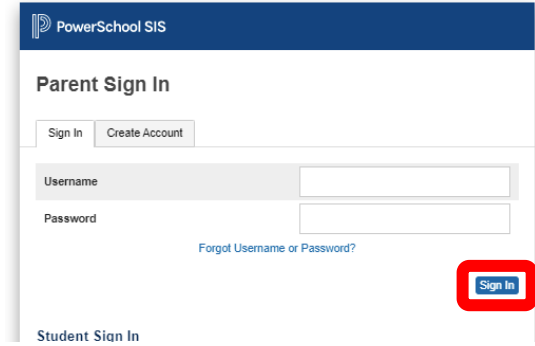
6. Cuando toda la información esté completa, haga clic en **Enter**

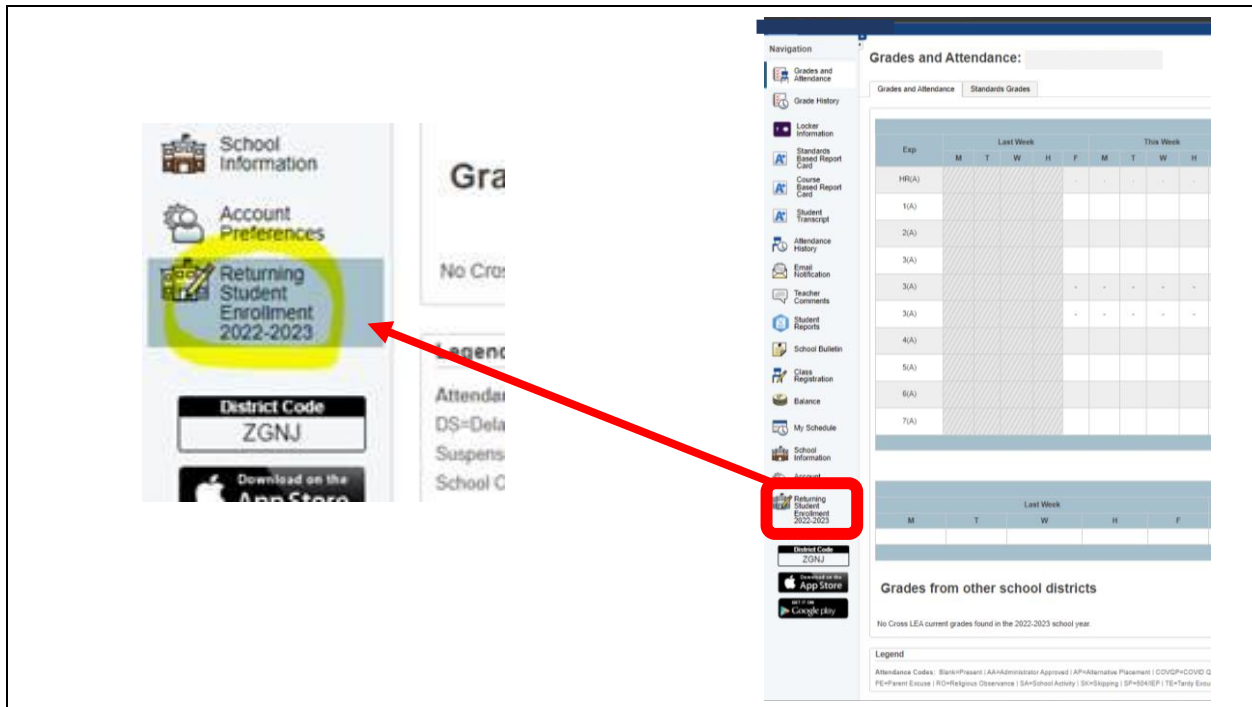
The screenshot shows a registration form with three sections, each labeled with a number in a small box (5, 6, and 7). Each section contains the following fields: Student Name (text input), Access ID (text input), Access Password (text input), and Relationship (dropdown menu with "-- Choose" selected). At the bottom right of the form, there is a blue button with the word "Enter" in white text, which is highlighted by a red square. Below the form, there is a small copyright notice: "Copyright © 2005-2022 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates. Privacy Policy."

7. Se le enviará un correo electrónico que deberá verificar antes de continuar. Revise su correo electrónico y haga clic en el enlace proporcionado para verificar su cuenta. Este mensaje puede ser enviado a su correo no deseado.

Complete Online Enrollment (Inscripción completa en línea)

Para completar la inscripción en línea, inicie sesión en su Portal para padres a través de la aplicación o el sitio web e ingrese la información de su estudiante.

| | |
|---|--|
| <p>1. Una vez que haya verificado su cuenta haciendo clic en el enlace, vuelva a https://fortpaynecs.powerschool.com/public/ en su navegador de Internet. Ponga su Username (nombre de usuario) y Password (la contraseña) para iniciar sesión.</p> |  <p>The screenshot shows the 'Parent Sign In' page of the PowerSchool SIS portal. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title 'Parent Sign In' is displayed. There are two buttons: 'Sign In' (highlighted with a red box) and 'Create Account'. Below these buttons are two input fields: 'Username' and 'Password'. A red arrow points from the 'Sign In' button to the 'Username' field. Below the input fields, there is a link that says 'Forgot Username or Password?'. At the bottom right, there is a 'Sign In' button. At the bottom left, there is a link for 'Student Sign In'.</p> |
| <p>2. Seleccione Sign In.</p> |  <p>This screenshot is identical to the one above, but the 'Sign In' button at the bottom right is now highlighted with a red box.</p> |
| <p>3. En la página de inicio de un estudiante, seleccione Returning Students Enrollment (Inscripción de estudiantes que regresan) 2022-2023.</p> | |



*** Es posible que se le solicite que vincule su cuenta de inscripción de PowerSchool a su cuenta de inscripción.

Si creó una cuenta de inscripción al comienzo del último año escolar, inicie sesión si recuerda sus credenciales O seleccione ¿Olvidó su contraseña y recupere su contraseña? Si no tiene éxito, cree una nueva cuenta de inscripción de PowerSchool.

4. Verifique la fecha de nacimiento de su estudiante y seleccione **Continue** (Continuar).

5. Ingrese la información solicitada para cada caja.

The screenshot shows the 'Student Information' form. A blue information box at the top states: "Note: to change a student's name, you must present legal documentation to the main office of your student's school." Below this, there are input fields for 'First Name', 'Middle Name', and 'Last Name'. A 'Suffix' dropdown menu is set to '- Select -'. At the bottom, there are 'Previous' and 'Next' buttons.

6. Continúe ingresando información. Seleccione **Next** (Siguiete) para moverse entre las páginas o haga clic en los títulos en la barra de navegación en el lado izquierdo de la pantalla.

The screenshot shows a web form titled "Transportation" for the Fort Payne School District. On the left is a navigation menu with items: Introduction, Form, Student Information, Transportation (highlighted), Residency, Contacts, Priority, Medical, Required Documents, Signature, and Summary. The main form area contains the following fields:

- Does your child ride the school bus in the morning? (required) - No
- Does your child ride the school bus in the afternoon? (required) - Yes
- Afternoon Drop-off Address (required) - [Empty text box]
- City (required) - Fort Payne
- State (required) - Alabama
- Zip (required) - [Empty text box]

At the bottom of the form are "Previous" and "Next" buttons. The "Next" button is highlighted with a red rectangular box.

7. Cuando llegue a la página de **Required Documents** (Documentos requeridos), recopile dos de los documentos requeridos enumerados. Tome una foto o escanee los documentos para crear una copia digital y guárdela en su computadora. Si tiene problemas para crear una copia digital de los documentos, tráigalos a la escuela de su estudiante.

The screenshot shows a web page titled "Documents" for the Fort Payne School District. The navigation menu on the left includes: Introduction, Form, Student Information, Transportation, Residency, Contacts, Priority, Medical, Required Documents (highlighted with a red box), and Summary. The main content area is titled "Residency Verification Information" and contains the following text:

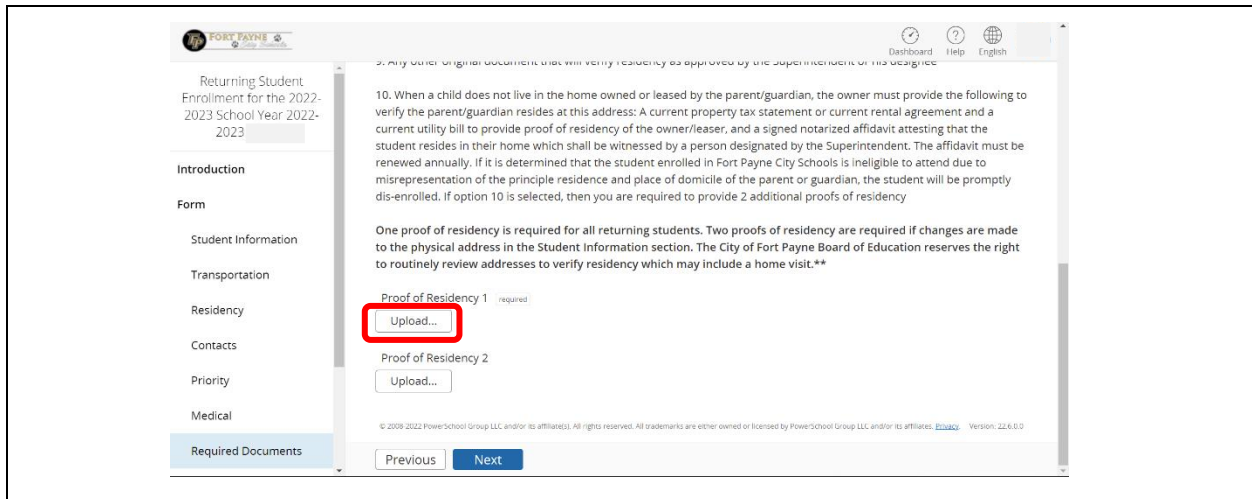
The residency of a child is determined by the residence of his or her parent(s) or legal guardian(s). Residency is defined as a regular, and adequate nighttime residence located within the boundaries of Fort Payne City limits. Occasional visits or overnight stays do not constitute residency and ownership of real property in the district does not in and of itself constitute residency. Persons who knowingly or fraudulently present misinformation to the Fort Payne City School District concerning place of residence should expect the removal of the student(s) from the school district.

Each parent or guardian MUST present two of the following:
Example of original documents used to provide proof of authentic residency include:

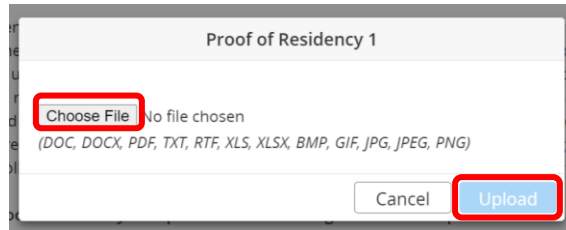
1. Current property tax bill/statement
2. Current rental lease agreement
3. Current utility bill or letter of utility activation (electric, gas, home phone)
4. Driver's license or State issued ID

At the bottom of the page are "Previous" and "Next" buttons.

8. Desplácese hacia abajo en la página y seleccione **Upload** (Cargar).



9. Se abrirá otra página. Seleccione **Choose File** (Elegir archivo) para buscar el archivo en su computadora y luego importe el documento. Luego seleccione el botón azul que dice **Upload** (Cargar).



10. Complete los pasos 8 y 9 para el segundo documento de Prueba de residencia.

11. En la página **Summary** (Resumen), puede ver el **Status** (Estado) de cada sección. Use **Find Invalid Fields** (Buscar cajas no válidas) para ir directamente a las áreas que se omitieron.

| PAGE | STATUS |
|---------------------|--------|
| Student Information | ✓ |
| Transportation | ✓ |
| Residency | ✓ |
| Contacts | 12 |
| Priority | 5 |
| Medical | 2 |
| Required Documents | 1 |
| Signature | 3 |

Find Invalid Fields

Previous Submit

12. Cuando seleccione **Find Invalid Fields** (Buscar cajas no válidas), habrá una etiqueta roja requerida en toda la información que debe agregarse.

CONTACT 1 Physical/Residential Address

Street required

Address Line 2

Apt / Unit / Ste

City required

State required

- Select -

Zip required

xxxx-xx-xxxx

Previous Next

13. Cuando todas las marcas de verificación estén en verde, seleccione **Submit** (Enviar).

| PAGE | STATUS |
|---------------------|--------|
| Student Information | ✓ |
| Transportation | ✓ |
| Residency | ✓ |
| Contacts | ✓ |
| Priority | ✓ |
| Medical | ✓ |
| Required Documents | ✓ |
| Signature | ✓ |

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Previous **Submit**

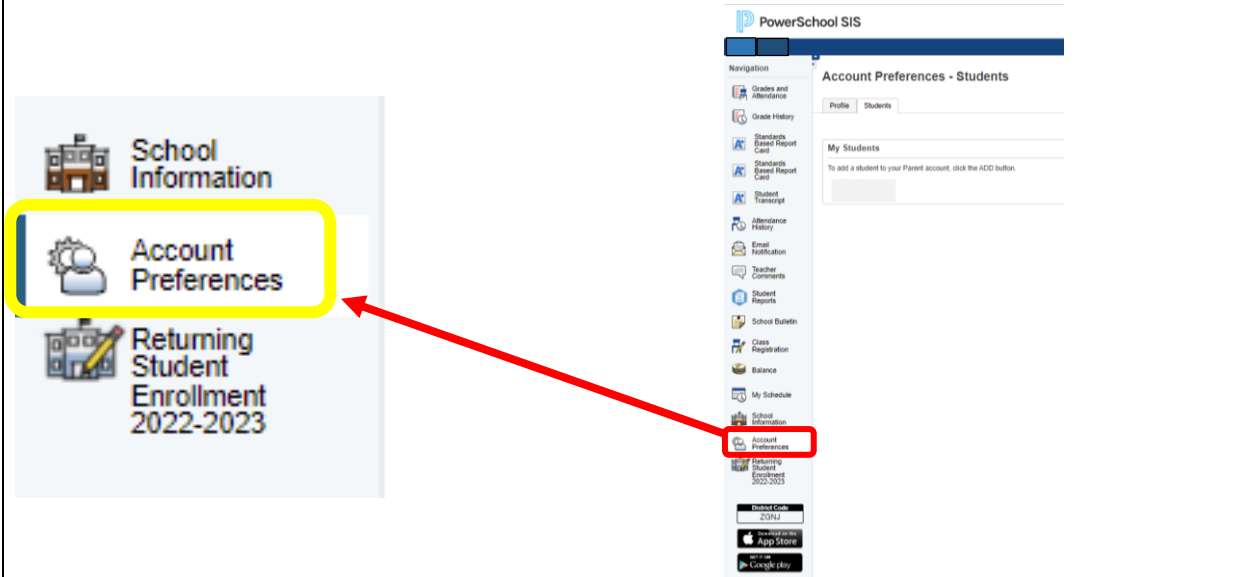


Felicitaciones, ha completado una inscripción en línea. Ver [Error! Reference source not found.](#) (para agregar estudiantes adicionales a su portal para padres) para completar el registro de estudiantes adicionales.

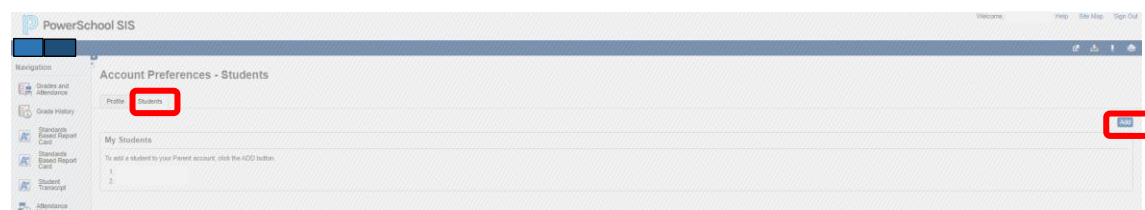
To Add Additional Students to your Parent Portal (para agregar estudiantes adicionales a su portal para padres)

Si necesita agregar un estudiante a su portal para padres que no se agregó cuando creó su cuenta, siga estos pasos:

1. Vaya a la **Home Page** (página de inicio) de su portal para padres. Seleccione **Account Preferences** (preferencias de la cuenta).



2. Seleccione **Students** (estudiantes). Después seleccione **Add** (agregar).



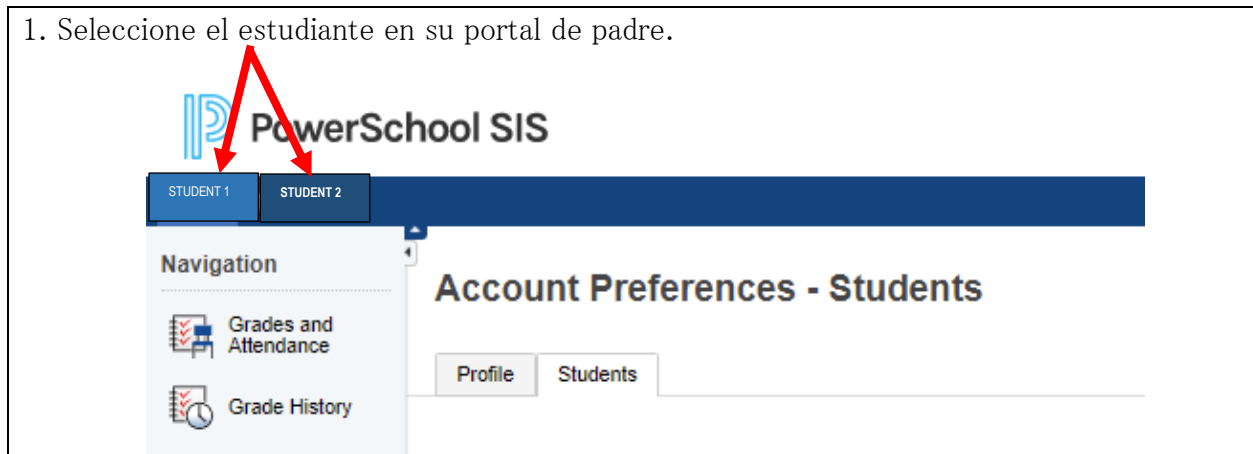
3. Ingrese la información de su estudiante. Utilice el ID de acceso y la contraseña (mencionados en la parte inferior de la página 4) del documento del portal para padres enviado a casa desde la escuela. Solicite una copia comunicándose con la escuela, si es necesario. Luego seleccione **Add** (aceptar).

The screenshot shows the 'Add Student' dialog box. The 'Student Access Information' section is highlighted with a red box. This section includes fields for 'Student Name', 'Access ID', 'Access Password', and a 'Relationship' dropdown menu. The 'Add' button is also highlighted with a red box.

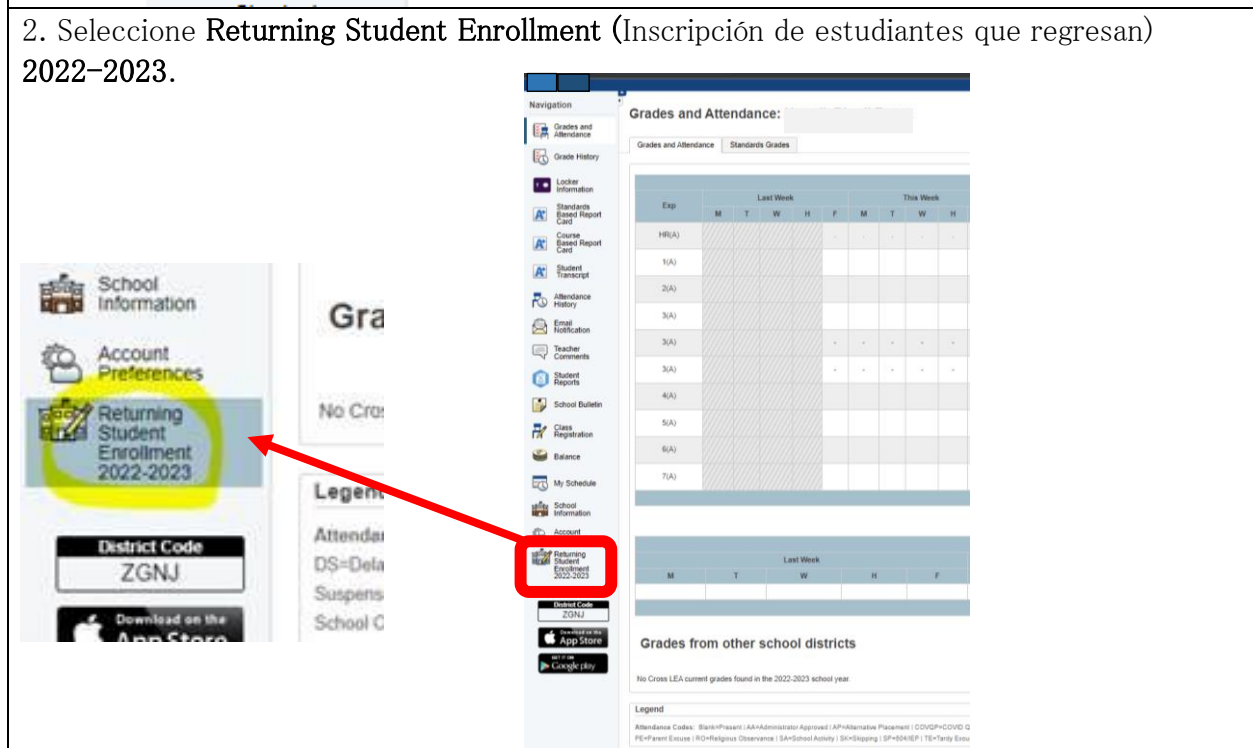
To Register an Additional Returning Student (Para registrar a un estudiante que regresa adicional)

Para registrar un estudiante que regresa adicional que ya está en su Portal para padres, siga estos pasos:

1. Seleccione el estudiante en su portal de padre.



2. Seleccione **Returning Student Enrollment (Inscripción de estudiantes que regresan) 2022-2023**.

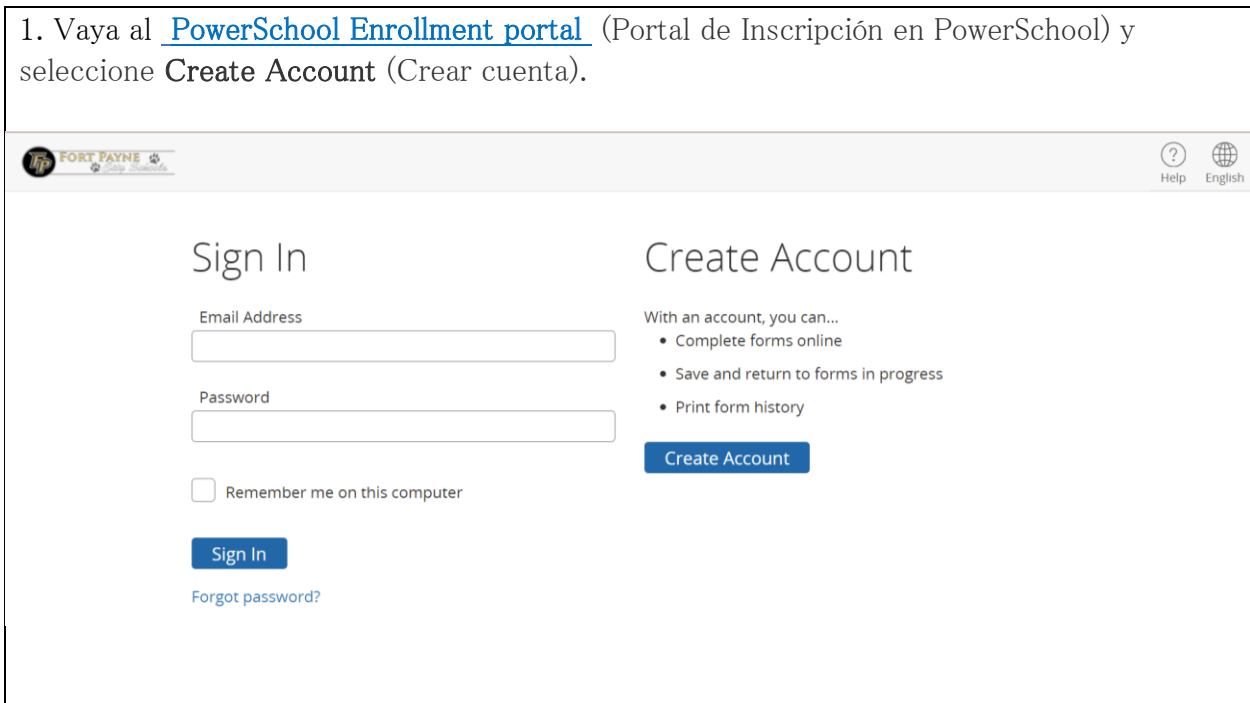


3. Siga los pasos 4 a 13 abajo de la sección **Complete Online Enrollment (Inscripción completa en línea)**.

To Register an Additional New Student (Para registrar un nuevo estudiante adicional)

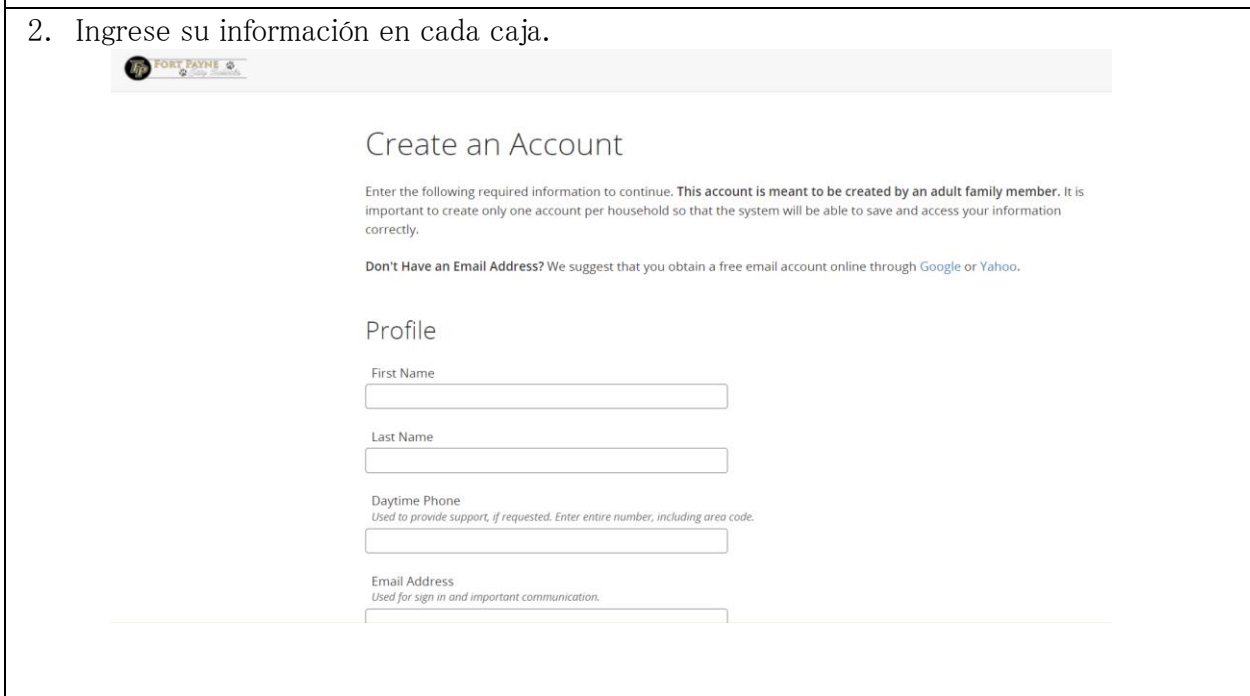
Para registrar a un estudiante adicional que es nuevo en Fort Payne City Schools, siga estos pasos:

1. Vaya al [PowerSchool Enrollment portal](#) (Portal de Inscripción en PowerSchool) y seleccione **Create Account** (Crear cuenta).



The screenshot shows the top navigation bar with the Fort Payne City Schools logo on the left and 'Help' and 'English' links on the right. The main content area is split into two columns. The left column is titled 'Sign In' and contains an 'Email Address' input field, a 'Password' input field, a 'Remember me on this computer' checkbox, a 'Sign In' button, and a 'Forgot password?' link. The right column is titled 'Create Account' and features a list of benefits: 'Complete forms online', 'Save and return to forms in progress', and 'Print form history'. A 'Create Account' button is positioned below this list.

2. Ingrese su información en cada caja.



The screenshot shows the 'Create an Account' page. At the top is the Fort Payne City Schools logo. Below it is the heading 'Create an Account' followed by a paragraph of instructions: '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.' A note follows: 'Don't Have an Email Address? We suggest that you obtain a free email account online through Google or Yahoo.' The 'Profile' section contains four input fields: 'First Name', 'Last Name', 'Daytime Phone' (with a note: 'Used to provide support, if requested. Enter entire number, including area code.'), and 'Email Address' (with a note: 'Used for sign in and important communication.').

33. Agregue **Security Questions** (Preguntas de seguridad) de cada menú desplegable (1) e ingrese **Security Answers** (Respuestas de seguridad) (2). Marque la caja (3) para cumplir con COPPA, afirme que tenga 13 años o más. Seleccione **Create Account** (Crear cuenta) (4).

The image shows a registration form for 'FORT PAYNE' with the following fields and callouts:

- 1**: Points to the 'Security Question 1' dropdown menu.
- 2**: Points to the 'Security Answer 1' text input field.
- 3**: Points to the checkbox labeled 'To comply with COPPA, I affirm that I am 13 years or older.'
- 4**: Points to the 'Create Account' button.

Other fields include: Password, Re-Type Password, Security Question 2, and Security Answer 2. A 'Back to Sign-In' button is also present.

4. Siga los pasos 4 a 13 abajo de la sección **Complete Online Enrollment (Inscripción completa en línea)** (Inscripción completa en línea).