



Fort Payne City Schools
Online Enrollment Guide

PowerSchool SIS

(Also known as PowerSchool Parent Portal)

***This guide will help you through some situations. Contact your student's school for assistance not included in this guide.

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Click a page to jump to those instructions.

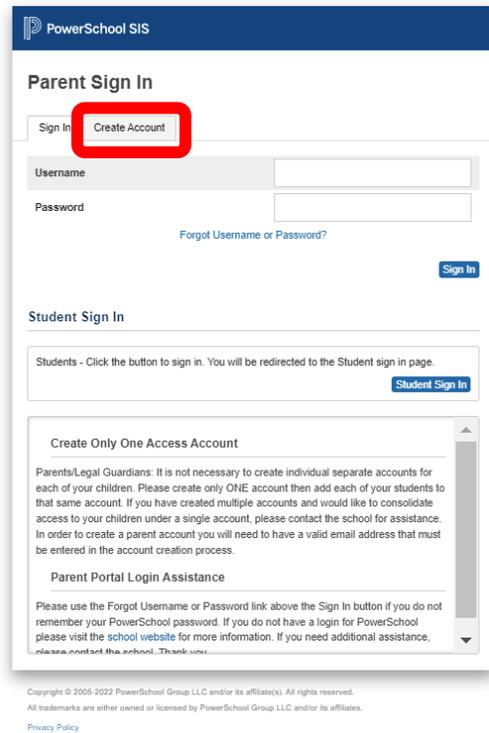
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Creating a Parent Portal Account

In order to complete online enrollment, you must first create a Parent Portal in PowerSchool. This portal allows you to access your student's progress, such as grades, attendance, discipline, etc.

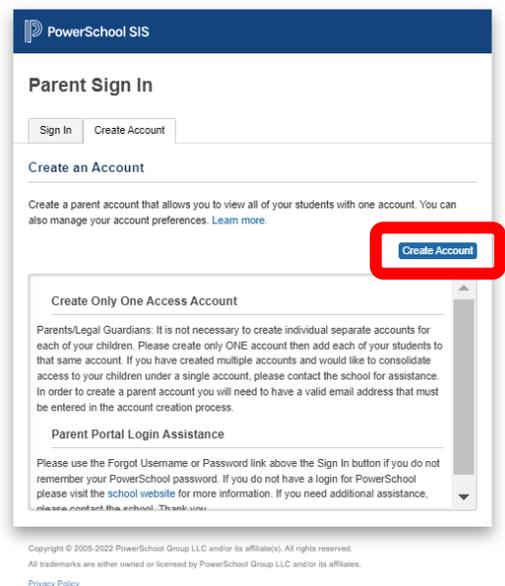
1. Go to <https://fortpaynecs.powerschool.com/public/> in an internet browser.

2. Under Parent Sign in select the **Create Account** tab.



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 is titled "Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is selected and highlighted with a red box. Below the tabs, there are input fields for "Username" and "Password", and a "Forgot Username or Password?" link. A "Sign In" button is located to the right of the password field. Below the sign in section, there is a "Student Sign In" section with a "Student Sign In" button. At the bottom, there is a "Create Only One Access Account" section with a scrollable area containing text about account creation and login assistance. The footer contains copyright information and a "Privacy Policy" link.

3. Select **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 is titled "Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is selected and highlighted with a red box. Below the tabs, there is a "Create an Account" section with a "Create Account" button, which is also highlighted with a red box. Below this, there is a "Create Only One Access Account" section with a scrollable area containing text about account creation and login assistance. The footer contains copyright information and a "Privacy Policy" link.

4. Create your parent account by filling in the following boxes: **First Name, Last Name, Email, Desired Username, and Password** (pay attention to the password requirements shown on the screen).

5. To link your student(s) to your account, type your child's first and last name in the Student Name blank 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.

Access ID is: *****

Access Password is: *****

If you have multiple children enrolled at Fort Payne City Schools, continue to add them on this screen.

.....
Your student's Access ID and Password will be found on this form. If you do not have this form:

1. Ask your student - These should have been sent home at open house or on the first day
2. Contact your student's school to get this information



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 blank 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 City Schools**, continue to add them on this screen.
Access ID: **AccevtokR**
Access Password is: **13GVE7**
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. When all the information is complete, click **Enter**.

The screenshot shows a web form with three identical sections, each labeled with a number in a small box (5, 6, and 7). Each section contains the following fields: a 'Relationship' dropdown menu (set to '-- Choose'), a 'Student Name' text input field, an 'Access ID' text input field, an 'Access Password' text input field, and another 'Relationship' dropdown menu (set to '-- Choose'). At the bottom right of the form, there is a blue button with the text 'Enter' inside it, which is highlighted by a red square.

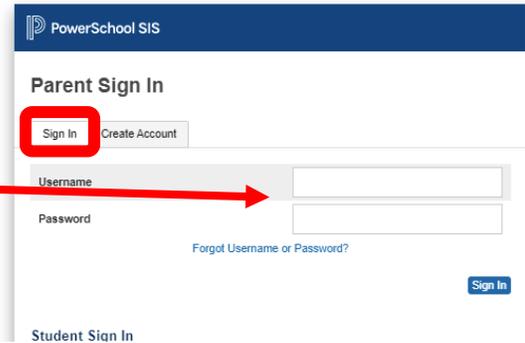
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7. You will be sent an email that you will need to verify before continuing. Check your email and click on the link provided to **verify your account**. This message may be sent to your junk email.

Complete Online Enrollment

In order to complete online enrollment, log into your Parent Portal through the App or the website and enter your student's information.

1. Once you have verified your account by clicking the link, go back to <https://fortpaynecs.powerschool.com/public/> in your internet browser. Enter the **Username** and **Password** to sign in.



PowerSchool SIS

Parent Sign In

Sign In Create Account

Username

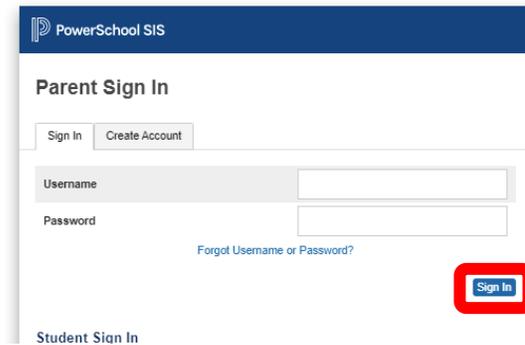
Password

[Forgot Username or Password?](#)

Sign In

Student Sign In

2. Select **Sign In**.



PowerSchool SIS

Parent Sign In

Sign In Create Account

Username

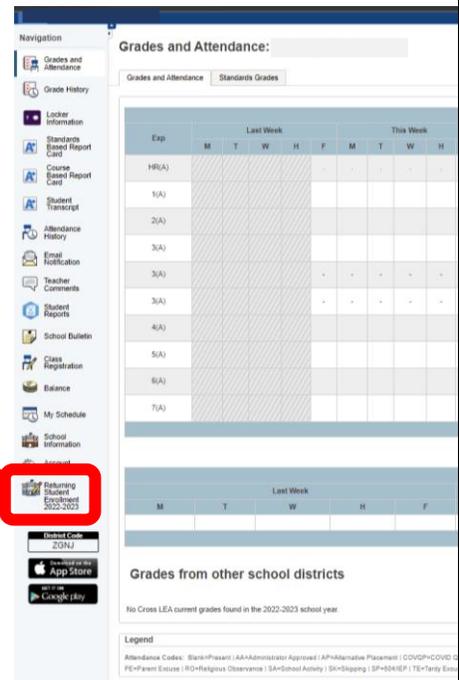
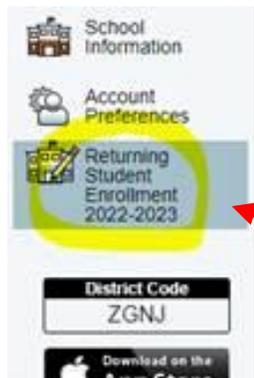
Password

[Forgot Username or Password?](#)

Sign In

Student Sign In

3. On a student home page, select **Returning Students Enrollment 2022-2023**.



Navigation

- Grades and Attendance
- Grade History
- Locker Information
- Standards Based Report Card
- Course Based Report Card
- Student Transcript
- Attendance History
- Email Notification
- Teacher Comments
- Student Reports
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information

Grades and Attendance:

Grades and Attendance Standards Grades

Exp	Last Week					This Week				
	M	T	W	H	F	M	T	W	H	F
HR(A)										
1(A)										
2(A)										
3(A)										
3(A)										
3(A)										
4(A)										
5(A)										
6(A)										
7(A)										

Grades from other school districts

No Cross LEA current grades found in the 2022-2023 school year.

Legend

Attendance Codes: B=Present | SA=Administrator Approved | AP=Alternative Placement | CD=COVID-19 | PE=Parent Excuse | RO=Religious Observance | SA=School Absent | SK=Skipping | SP=Spelling | TE=Truly Excused

*** You may be asked to Link your PowerSchool Enrollment Account to your Enrollment Account.

If you created an Enrollment account at the beginning of last school year, login if you remember your credentials OR choose Forgot Password and Recover your password. If you are not successful, create a new PowerSchool Enrollment Account.

4. Verify your student's birth date and select **Continue**.

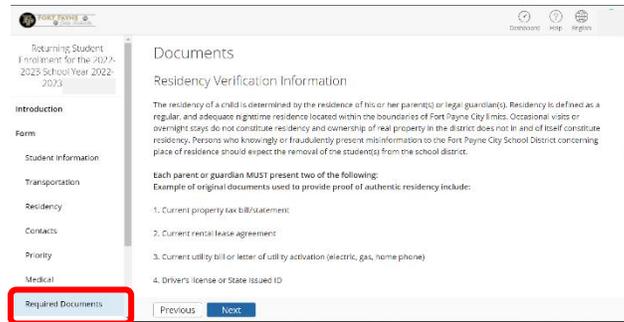
5. **Enter** the requested information for each box.

The screenshot shows the 'Student Information' form in the Fort Payne enrollment system. The form is titled 'Student Information' and includes a navigation bar on the left with options: Introduction, Form, Student Information (highlighted), Transportation, Residency, Contacts, Priority, Medical, and Required Documents. The main content area contains a note: 'Note: to change a student's name, you must present legal documentation to the main office of your student's school.' Below the note are input fields for First Name, Middle Name, Last Name, and Suffix. A dropdown menu for Suffix is currently set to '- Select -'. At the bottom of the form, there are 'Previous' and 'Next' buttons.

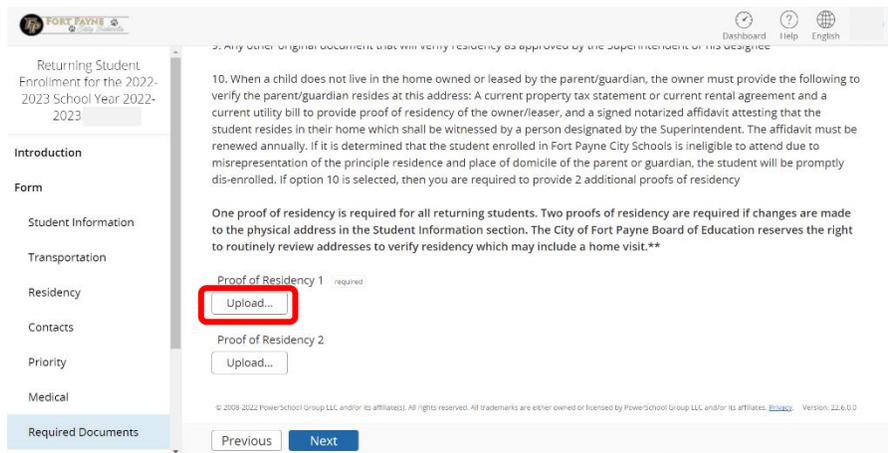
6. Continue to **enter** information. Select **Next** to move between pages or click the titles in the **Navigation bar** on the left side of the screen.

The screenshot shows the 'Transportation' form in the Fort Payne enrollment system. The form is titled 'Transportation' and includes a navigation bar on the left with options: Introduction, Form, Student Information, Transportation (highlighted), Residency, Contacts, Priority, Medical, Required Documents, Signature, and Summary. The main content area contains several questions and input fields: 'Does your child ride the school bus in the morning?' (required) with a dropdown menu set to 'No'; 'Does your child ride the school bus in the afternoon?' (required) with a dropdown menu set to 'Yes'; 'Afternoon Drop-off Address' (required) with an empty text box; 'City' (required) with a text box containing 'Fort Payne'; 'State' (required) with a dropdown menu set to 'Alabama'; and 'Zip' (required) with a text box containing 'xxxx-xx-xxxx'. At the bottom of the form, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red box.

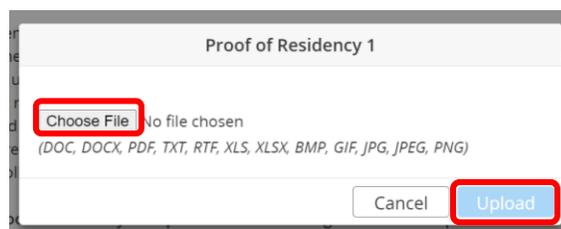
7. When you get to the **Required Documents** page, collect two of the required documents listed. Take a photo or scan the documents to create a digital copy and save them to your computer. If you are having trouble creating a digital copy of the documents, please bring the documents to your student's school.



8. Scroll down the page and select **Upload**.

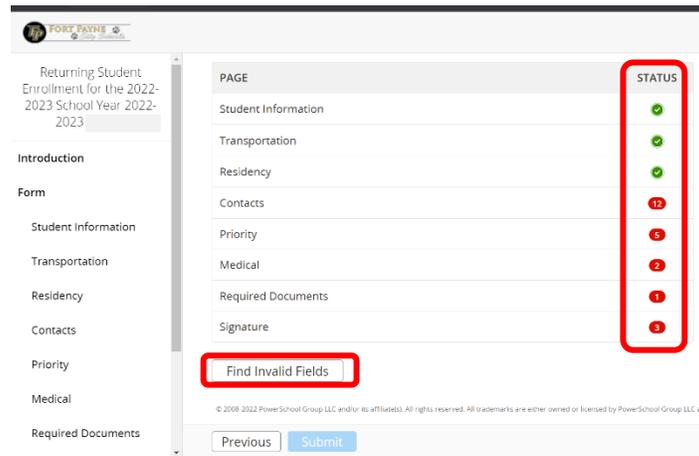


9. A Pop-up will open. Select **Choose File** to find the file on your computer and then import the document. Then select the Blue **Upload** button.

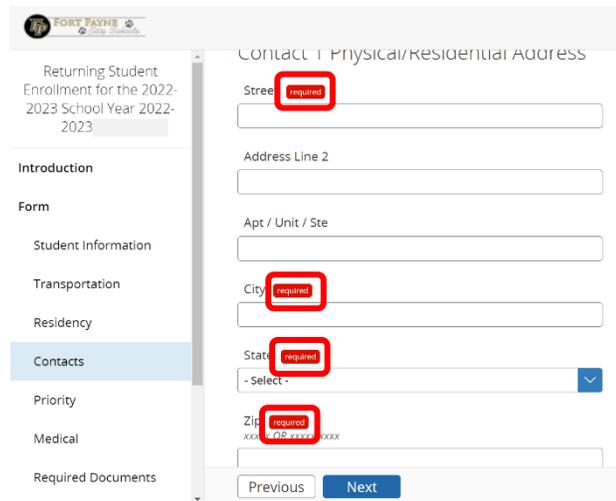


10. Complete **steps 8 & 9** for the second Proof of Residency document.

11. At the **Summary** page, you can see the **Status** of each section. Use **Find Invalid Fields** to jump straight to the areas that were skipped.



12. When you select **Find Invalid Fields** there will be a red **Required** label on all information that must be added.



13. Once all the checkmarks are green. Select Submit.

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

Find Invalid Fields

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Previous **Submit**

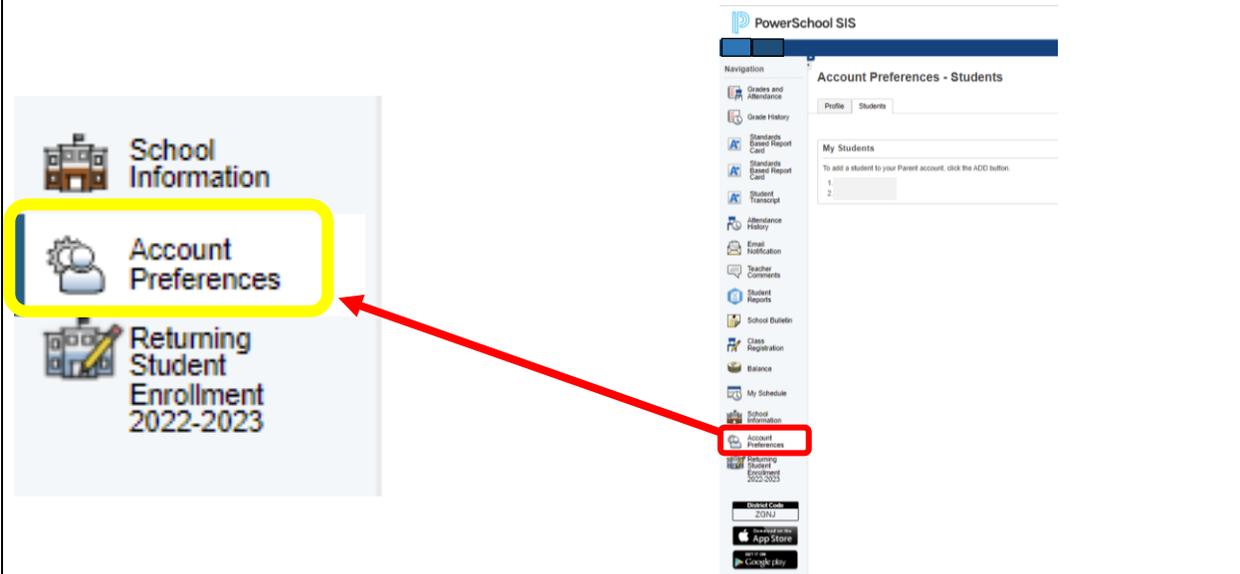


Congratulations you have completed an Online Enrollment. See [To Add Additional Students to your Parent Portal](#) to complete registration for additional students.

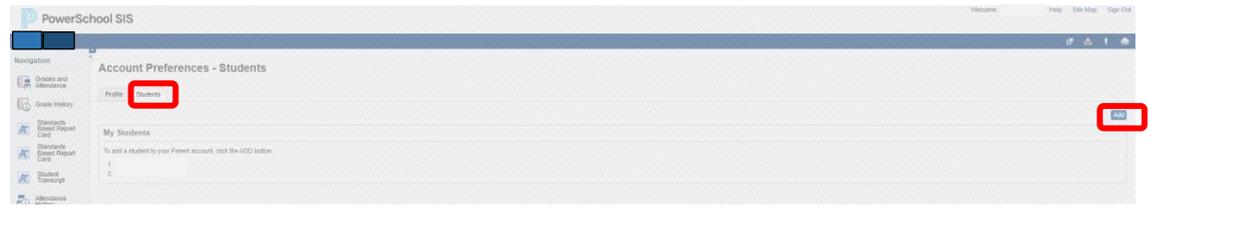
To Add Additional Students to your Parent Portal

If you need to add a student to your Parent Portal that was not added when you created your account, follow these steps:

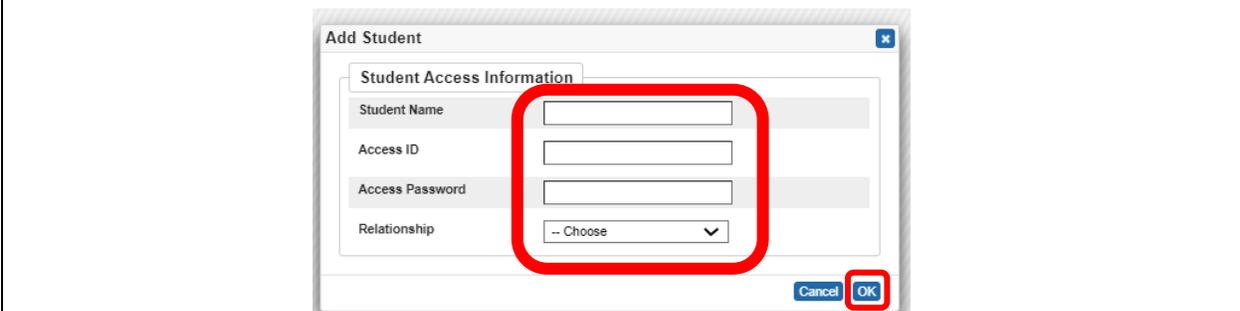
1. Go to the **home page** of your Parent Portal. Select **Account Preferences**.



2. Select **Students**. Then Select **Add**.



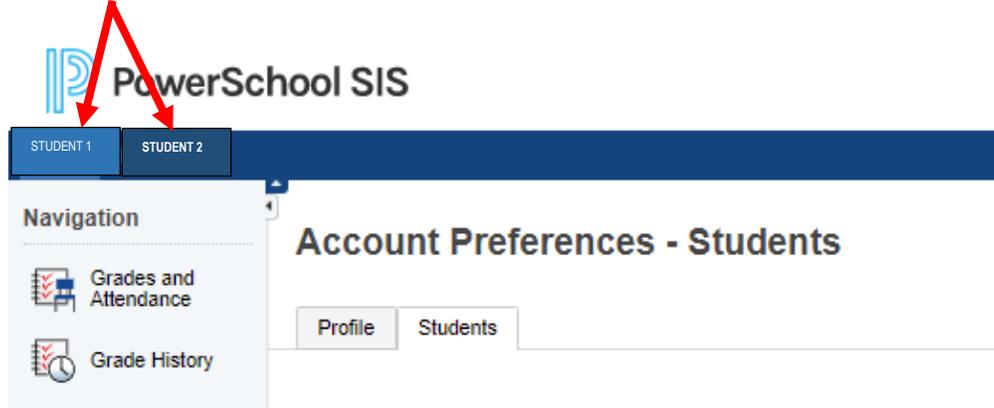
3. **Enter** your student's information. Use the **Access ID** and **Password** (Referenced in at the bottom of Page 4) from the Parent Portal document sent home from the school. Request a copy by contacting the school, if needed. Then select **OK**.



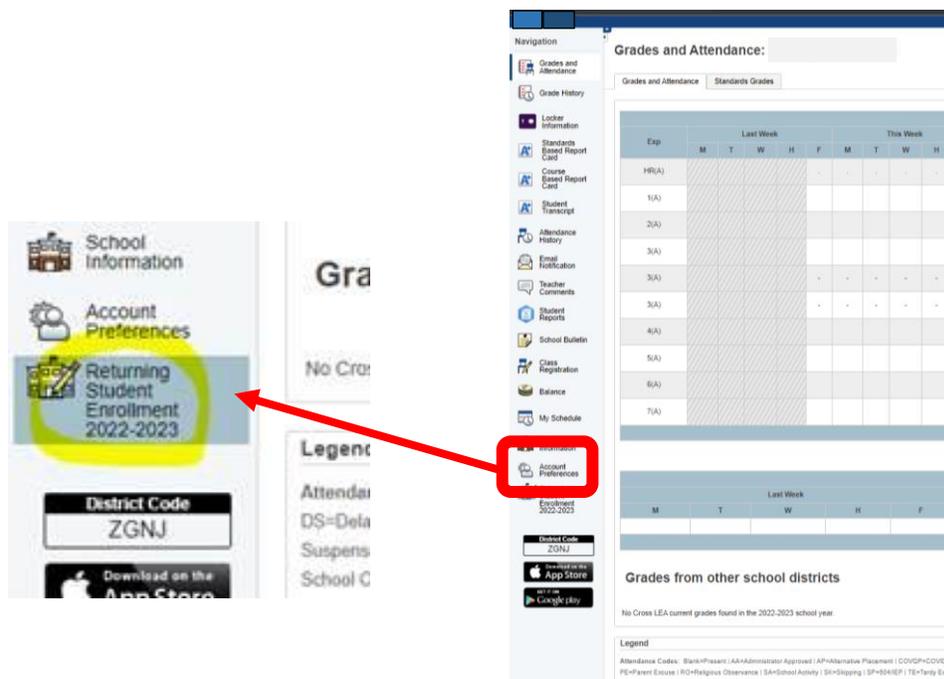
To Register an Additional Returning Student

To register an additional Returning Student already in your Parent Portal, follow these steps:

1. Select the **Student** in your Parent Portal.



2. Select **Returning Student Enrollment 2022-2023**.

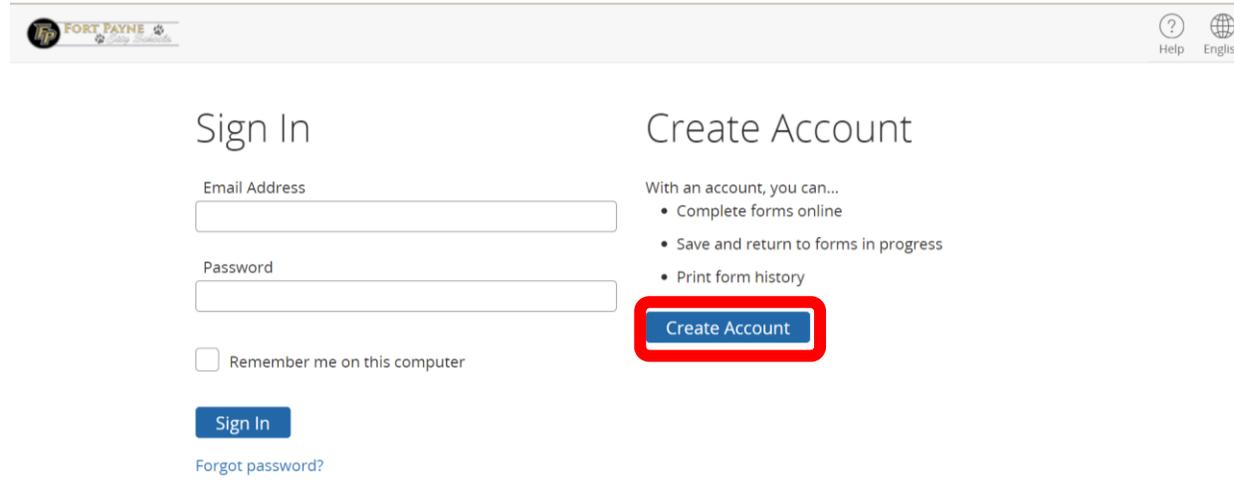


2. Follow Steps 4-13 under the [Complete Online Enrollment](#) Section.

To Register an Additional New Student

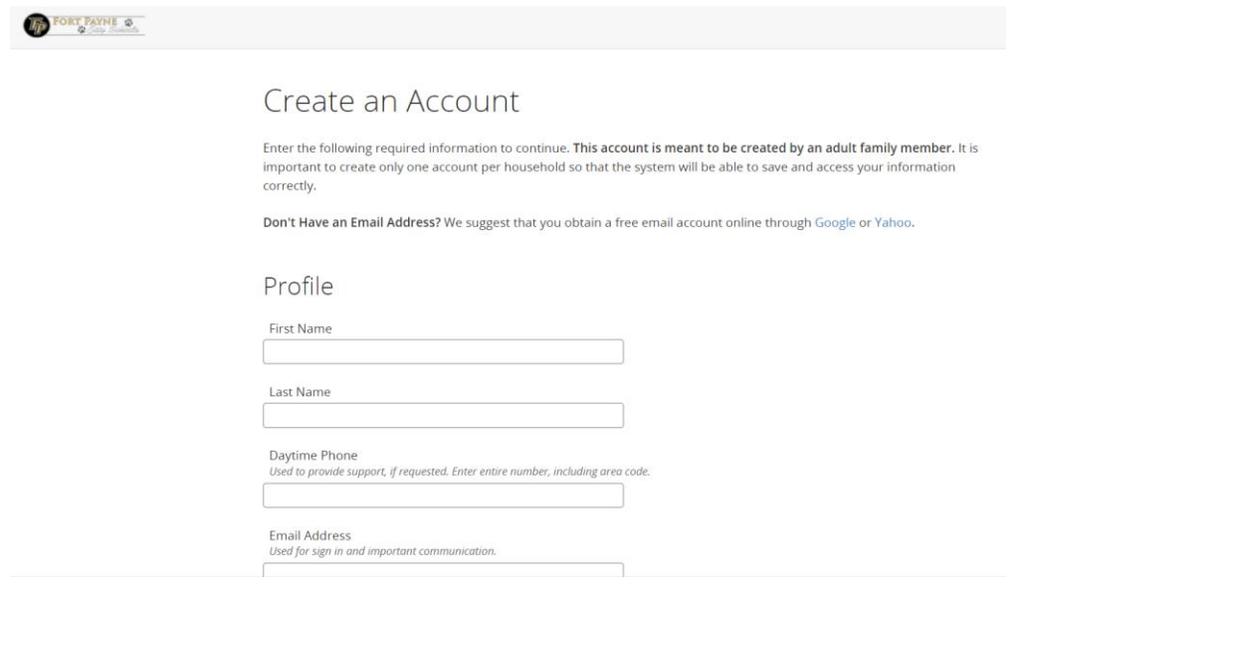
To register an additional student who is new to Fort Payne City Schools, follow these steps:

1. Go to the [PowerSchool Enrollment portal](#) and select **Create Account**.



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 lists benefits: 'Complete forms online', 'Save and return to forms in progress', and 'Print form history'. A red box highlights the 'Create Account' button.

2. Enter your information into each box.



The screenshot shows the 'Create an Account' page. It includes a header with the Fort Payne City Schools logo. Below the header, the title 'Create an Account' is 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.' Below this is a link: '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.').

3. Add **Security questions** from each drop-down (1) and enter **Security Answers** (2). **Check** the box (3) to comply with COPPA, I affirm that I am 13 years or older. Select **Create Account** (4).

The screenshot shows a web form for account creation. At the top left is the Fort Payne logo. The form contains the following fields and elements:

- Password**: A text input field with a help icon.
- Re-Type Password**: A text input field.
- Security Question 1**: A dropdown menu with a help icon. A red box labeled '1' points to the dropdown arrow.
- Security Answer 1**: A text input field. A red box labeled '2' points to this field.
- Security Question 2**: A dropdown menu with a help icon.
- Security Answer 2**: A text input field.
- Age Affirmation**: A checkbox labeled "To comply with COPPA, I affirm that I am 13 years or older." A red box labeled '3' points to this checkbox.
- Buttons**: A blue "Create Account" button (circled in red) and a grey "Back to Sign-In" button.

4. Follow Steps 4–13 under the [Complete Online Enrollment](#) Section.