



## **Returning Student Registration Instructions**

### **How do I get started?**

Visit the [PowerSchool Parent Portal](#) and sign into your Parent Portal:

From the Parent Portal:

1. Select the student you wish to register along the top.
2. Select the InfoSnap Returning Student Registration icon on the left.
3. Enter your student's birth date.
4. Click "Begin Forms".

### **I can't remember my login for the PowerSchool Parent Portal.**

If you have forgotten your login credentials for the Parent Portal, you will need to call your school office directly and they can provide you with the information.

### **Do I have to answer all the questions?**

Questions marked with a red asterisk (\*) are required.

### **What if I make a mistake?**

If you would like to make a change prior to submitting the form, you can either navigate back to the page using the "< Prev" and "Next >" buttons or if you are on the Review page click on the underlined field. If you have already submitted the form you will need to contact your student's school so they can make the changes for you.

### **I've completed the form, now what?**

Once you have finished entering your information click "Submit." This will send all of the information you've entered to the school. If you cannot click on this button you will need to make sure that you have answered all required questions.

### **What if I have more than one student in the division? Do I need to do this for each child?**

Yes, you will need to provide information that is specific to each child. We recommend that you complete and submit one Returning Student Registration and then start another. This will allow you to "snap" (or share) selected family information, which saves you time.

### **I don't know what a question is asking.**

You can contact **ÉCPS** at **780-986-8404** to ask any general questions about the form.

### **Help! I'm on the form and I'm having technical difficulties.**

For technical support, visit [infosnap.zendesk.com](https://infosnap.zendesk.com) or click "Contact Us" from any form page.