



PARENT/GUARDIAN DIRECTIONS FOR UPDATING STUDENT INFORMATION IN ENROLLMENT EXPRESS

INTRODUCTION

Enrollment Express is a data collection system integrated into PowerSchool. Enrollment forms will be shared with you via the Parent Portal in PowerSchool (<https://neodeshaps.powerschool.com/public/>)

PARENT PORTAL ACCESS

Go to <https://neodeshaps.powerschool.com/public/> in your computer or laptop browser or mobile device. **If you don't have internet access, please contact your child's school for other options.**

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

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Enter your Username and Password you created and click Sign In.

- *If you do not remember, select [Forgot Username or Password?](#) Be sure to enter the email address you associated with the account, and you should receive link to reset in your email. If you do not receive a link, please email Adrienne Eastwood at aeastwood@usd461.org.*

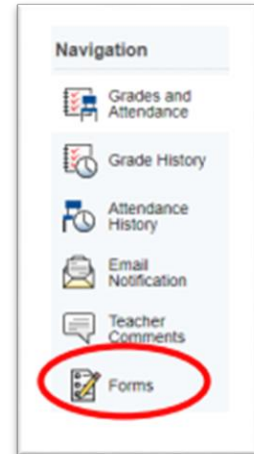
SETTING PREFERENCES

Select Preferences if you would like notifications when your Forms have been approved (residency verification and guardian information).

The screenshot shows the 'Enrollment' section with a sub-header 'Enroll Form Listing for Name, Fake Student'. A yellow message box states 'Your preferences haven't been configured.' Below it, a text box explains that users can configure notification preferences and a 'Preferences' button is provided. To the right, two 'Preferences' panels are shown. The first panel has 'Enable Parent Notifications' set to 'No' and 'User Selected Language' set to 'English'. The second panel has 'Enable Parent Notifications' set to 'Yes' and 'User Selected Language' set to 'English'. Both panels include 'Save' and 'Cancel' buttons.

ENROLLMENT EXPRESS (FORMS)

You will see a new "Forms" link on the left-hand navigation bar within the PowerSchool Parent Portal.



This screen will show you the forms that will need to be entered/updated for your student. Click the blue hyperlink for the first form (1. Returning Student Demographics).

Neodesha USD 461		
1. Returning Student Demographics	Submitted	Last Entry: 08/16/2021 8:53:23 AM
2. Returning Student Information	Submitted	Last Entry: 08/16/2021 8:53:49 AM
3. Returning Student Contacts	Submitted	Last Entry: 08/16/2021 8:54:46 AM
4. Returning Student Health Information	Submitted	Last Entry: 08/16/2021 8:59:53 AM
5. Returning Student Permissions/Agreements	Empty	Last Entry: 08/16/2021 9:05:34 AM
6. Returning Student 2022-2023 Household Economic Survey	Empty	
7. Returning Student Signatures and Fees	Empty	Last Entry: 08/16/2021 9:06:32 AM

For each form, verify the information is correct or make any necessary changes.

The screenshot shows the 'A - Demographics' form with several annotations:

- Form ribbon:** A red arrow points to the 'A - Demographics' tab.
- Archive header:** A red arrow points to the text 'There are 2 previous responses to this form.'
- Formatting hint:** A red arrow points to the text '(###) ###-####' next to the Home Phone field.

The form fields are as follows:

A - Demographics				
There are 2 previous responses to this form.				
On this form you can enter the student's basic personal information, home address and mailing address if it is different. Please note Age is calculated based on the currently saved Date of Birth. If you submit a change to this date, it may take a few minutes to reflect this change.				
Student Information				
First Name *	Last Name *	Middle Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Home Phone *	DOB *	Graduation Year		
(###) ###-####	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

- When you are done with each form, click the blue Submit button (even if there are no changes). After a form is submitted, you will see a green leaf. Then navigate to the next tab to complete the next form.
- If you'd like to save the form to submit it later, click the green Save for Later button instead.



Please complete and submit all forms.

NOTE: To find balance of your students fees, click "Balance" on the left hand side menu.