



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.*

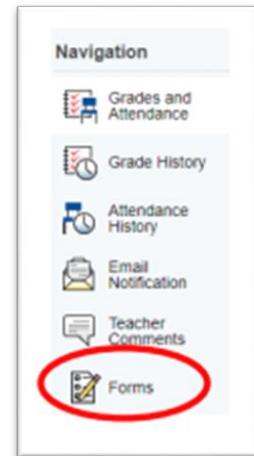
SETTING PREFERENCES

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 banner indicates that preferences haven't been configured. Below this, 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.



Neodesha USD 461

Status	Form Name	Form Description	Category
Submitted	1. Returning Student Demographics		Neodesha USD 461
Submitted	2. Returning Student Information		Neodesha USD 461
Submitted	3. Returning Student Contacts		Neodesha USD 461
Submitted	4. Returning Student Health Information		Neodesha USD 461
Submitted	6. Returning Student Permissions/Agreements		Neodesha USD 461
Submitted	7. Returning Student Signatures and Fees		Neodesha USD 461

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).

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

Navigation: A - Demographics | B - Birth Verification | C - Residency Verification | D - Previous Enrollment and Records Release | E - Academic History

Form ribbon ← There are 2 previous responses to this form. ← **Archive header**

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 * <input type="text"/>	Last Name * <input type="text"/>	Middle Name <input type="text"/>
Home Phone * (###) ###-#### ← Formatting hint <input type="text" value="1-555-555-2968"/>	DOB * <input type="text" value="01/20/2004"/> <input type="button" value="Calendar"/>	Graduation Year <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.