

Instructions for PowerSchool Sign Ups

Student Instructions

1. Students will log onto PowerSchool using their username and password allocated to them by the school.
<http://powerschool.saschina.org/>
2. Once students have logged on, they should click the “Activities Sign Up” logo located in the toolbar at the top of the page.
3. Students can then select the categories they wish to be involved in.
“Click the edit button to request a course”
4. Any activities you have selected will then show up in that category.
5. Scroll down to check the four essential agreements.
“I have read and accepted the:
 - PERMISSION TO PARTICIPATE / WAIVER agreement
 - HIGH SCHOOL ACTIVITY CONTRACT agreement
 - RIGHTS AND RESPONSIBILITIES agreement
 - HOMESTAY POLICY agreement”
6. Click the “Submit” button

Note:

- In order that the requests can be sanctioned, parents MUST now log on using their own individual parent username and password.
- Parents should NOT log on before their children as the system can only recognize the request AFTER the students have made those requests.

Parent Instructions

7. Same log procedures as above...using their own username and password
8. Parents will be able to see which activities their children have applied for.
9. Parents need to scroll down to check the four essential agreements:
“I have read and accepted the:
 - PERMISSION TO PARTICIPATE / WAIVER agreement
 - HIGH SCHOOL ACTIVITY CONTRACT agreement
 - RIGHTS AND RESPONSIBILITIES agreement
 - HOMESTAY POLICY agreement
10. Parents should check the Demographic section to ensure all the information is accurate and up to date.
 - Medical information
 - Contact details (address, phone numbers, passports etc)
11. Click the “Submit” button