

## Online Registration - New Student

(Students New to Millard School District or who have never attended Millard School District schools)

1. Go to <https://ps.millardk12.org/public/home.html>

The screenshot shows the PowerSchool login page. At the top, there is a dark blue header with the PowerSchool logo. Below it, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a red arrow. Below the tabs, there is a "Select Language" dropdown menu set to "English". There are input fields for "Username" and "Password". A "Forgot Username or Password?" link is visible below the password field. A "Sign In" button is at the bottom right. At the bottom of the page, there is a copyright notice: "Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

2. Select the tab "Create Account"

The screenshot shows the "Create an Account" page. At the top, there is a dark blue header with the PowerSchool logo. Below it, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a red arrow. Below the tabs, there is a section titled "Create an Account" with a horizontal line. Below the line, there is a paragraph of text: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)" At the bottom right, there is a "Create Account" button highlighted with a red arrow. At the bottom of the page, there is a copyright notice: "Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

3. Create the Account
4. Fill out the form with all information required.
5. You can add up to seven students linked to the account
6. At the end of the form select the Enter button
7. An email is sent to the school register
8. The school will activate your account
9. The school will call or send you an email notifying you of your account creation.
10. Login to PowerSchool at <https://ps.millardk12.org/public/home.html> using the user name and password you created.

The screenshot shows the "Create Parent Account" page. At the top, there is a dark blue header with the PowerSchool logo. Below it, the page title is "Create Parent Account". There is a section titled "Parent Account Details" with several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Below the "Re-enter Password" field, there is a "Password must:" label and a note: "\*Be at least 6 characters long". Below this section, there is a section titled "Link Students to Account". It contains a table with the following columns: "Student Name", "Access ID", "Access Password", and "Relationship". The table has two rows, labeled "1" and "2". The "Relationship" column has a dropdown menu with "-- Choose" selected. At the bottom of the page, there is a copyright notice: "Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

PowerSchool  
Student and Parent Sign In

Sign In Create Account

Select Language English

Username hillinjostitskj

Password

Forgot Username or Password?

Sign In

11. Enter your username and password

PowerSchool

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Power Announcement
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences
- Registration

Grades and Attendance: 5

Grades and Attendance

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

12. Select Registration located at the bottom of the left side of the screen

13. For each student fill out the registration form.

### Students & Forms

If your student(s) are not listed below contact the school secretary and request to have your student added to your PowerSchool account.

Student	School	Grade	Available Forms	Completed Forms
10000000000000000000	Delta Middle School	8	<a href="#">Registration</a>	
10000000000000000000	Delta South Elementary School	PK1	<a href="#">Registration</a>	
10000000000000000000	Delta Middle School	6	<a href="#">Registration</a>	
10000000000000000000	Delta South Elementary School	1		Registration

Millard Registration  
Online School Forms

Home | Add Student | Settings/Language | Log Off

Registration: [Birth](#), [Account Details](#)

Pages: Student Information

\*\*Required Fields

Demographic Information Jarrett

Student Legal Name \*\*Last Jarrett \*\*First Jarrett Middle Dustin

\*\*Preferred Name Jarrett

\*\*Primary Phone Number (No Dashes 4350000000) If a cell phone please indicate the provider

\*\*Street

Physical Address \*\*City Delta \*\*State UT \*\*Zip 84624

Mailing Address Copy from Physical Address \*\*Address \*\*City Delta \*\*State UT \*\*Zip 84624

Student Email Address

\*\*Gender Male

\*\*Date of Birth (MM/DD/YYYY)

Birthplace \*\*Birthplace Orem, Utah (City,State) \*\*Country United States of America

Student Cellphone (No Dashes 4350000000)

14. Fill the form out with as much information as possible. Information items with a red \* asterisks is required. There are nine pages to the forms. Forms only need to be filled out once and the updated each year thereafter.

Student Information

Student Information

Demographic Information

Household Information

Medical

Emergency Contact Information

Policy Forms

Student Residency Questionnaire

Counseling Services

Confirmation

15. When you reach the Confirmation form please enter you name and confirm the form is complete and press the save form button

## Millard Registration

Online School Forms

[Home](#) | [Add Student](#) | [Settings/Language](#) | [Log Off](#)

Registration: [Home](#) | [Search](#)

Pages: Confirmation

**\*\*Required Fields**

### Confirmation

If the registration information is complete and you are ready to submit the information, click the Confirm checkbox and enter your name in the field below. You may save this information by submitting WITHOUT checking the Confirm checkbox and complete the form at a later time. Note: This information will not be processed until you have entered your name below and clicked the Confirm checkbox.

Please enter your name:

Confirm Form is Complete