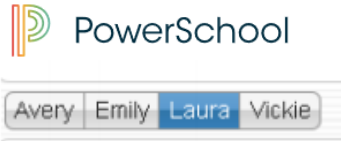
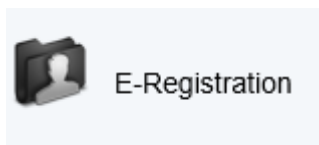


## ONLINE E-REGISTRATION

1. Log into your PowerSchool Parent Portal Account at <http://ps.lphs.net>
2. You will be taken to the PowerSchool Parent Portal screen. Each of your children will be displayed in the bar below the PowerSchool Logo (in the upper left portion of the screen).



3. Select the student you want to register by clicking his/her name.
4. Click the E-Registration link on the left side of the screen.



5. Double click this icon and you will be presented a submenu.



6. You will be taken through 9 steps to collect updates for:
  - 1) Student Demographics -- Student's address, phone numbers, etc.
  - 2) Language – Home Language Survey, required by law
  - 3) Guardians – Parent/Guardian address, phones, etc.
  - 4) Emergency – Emergency Contact Info, Name, relationship, contact phones
  - 5) Health -- Medications and health concerns
  - 6) Permissions -- Parents grant or deny permission for their students school activities.
  - 7) Documents – downloadable documents, forms, etc.
  - 8) Fees --School fees may be paid via e~funds for Schools.
  - 9) Finish

*You will be shown the data that is currently on file at the school for the selected student in the center column of the screen. Only incorrect or incomplete information needs to be entered into these screens for your student.*

7. You must go through all steps for each student. Once you receive the message, "You have completed the E-Registration process", you may change students and begin again.

*All steps must be completed for each student. Remember to register all of your students.*

8. Log out