

CPU PowerSchool E-Registration Parent Guide

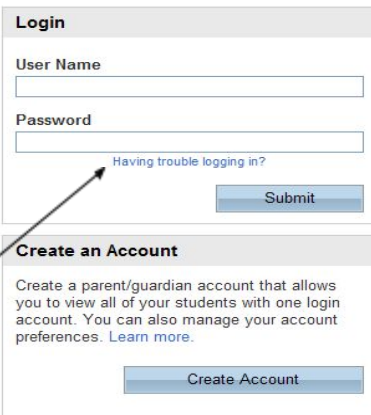
Parents,

In order to provide a more flexible and cost effective approach to student registration, Center Point – Urbana is requiring an online registration process. If you want to get assistance with this process, you may go to any building on the 15th of August from 8:00 am to 4:00pm and get usernames and passwords and/or assistance. The usernames and passwords are the same as last year.

Please go to the Parent PowerSchool log in page:

<https://cpuschools.powerschool.com/public/home.html> or click onto the PowerSchool link on the CPU website: <http://www.cpuschools.org/>

In the Login box enter your **Username** and **Password**, click **Submit**.



The screenshot shows a web form with two main sections. The top section is titled "Login" and contains two input fields: "User Name" and "Password". Below these fields is a link that says "Having trouble logging in?". A blue button labeled "Submit" is positioned to the right of the "Having trouble logging in?" link. The bottom section is titled "Create an Account" and contains a paragraph of text: "Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. Learn more." Below this text is a blue button labeled "Create Account". A mouse cursor is visible at the top left of the form, and a long arrow points from the bottom left towards the "Having trouble logging in?" link.

If you forget your username and password, click on having trouble logging in.

The PowerSchool Parent Portal screen will display. Each of students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen). Choose the first student by clicking on the student's name.





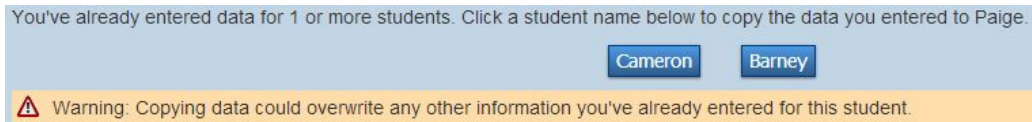
In the left menu, scroll down and click E-Registration:

The E-Registration process begins with the Demographics tab. The screen is presented with data that is currently on file in the center of the screen. Updates or new entries, may be completed in the right column of the screen. **Please ONLY enter updates/changes.**

Parents will be taken through eight steps to complete the following updates:

- Student Demographics (screen 1)
 - Student – address, phone numbers, etc. You will see a 5-digit student number at the top of the screen. You should record that as you will use it later.
- Home Language Survey (screen 2)
 - Language information required by the state to be gathered from every student.
- Guardian (screen 3)
 - Parent – address, phones, employer, etc.
- Emergency Contacts (screen 4)
 - Name, relationship, contact phones
- Health (screen 5)
 - Medications and health concerns -
- Permissions, (screen 6)
 - Parents grant or deny permission for the student’s school policies.
- Finish

After completing one student, parents have the opportunity to copy the address and phone data to another student. The following message will be presented on the demographics, parent/guardian and emergency contact screen after you go to another student:



This means while on the Demographics screen for Paige, click on the other students name (Cameron), addresses, phone numbers, etc. are copied to the entry fields for Paige. Additional updates may be made after the copy is completed.

All steps (Demographics, Language, Guardians, Emergency, Health, Permissions, and Fees) must be completed for each student.

When the message, “E-Registration has been completed” (sample below) appears, you may select another student and begin.



Building Secretaries review every change request and provide final approval for updates into PowerSchool.

Thank you for participating in Electronic Registration! We appreciate your support! CPU had 92% participation before school started last year! Let's get 100% this year!

Don't forget to put in lunch money and pay the \$35 fee at <https://ia-centerpointurbana.intouchrecepting.com/>, if you haven't done so already.