

## Quick Reference Guide for Online Student Registration

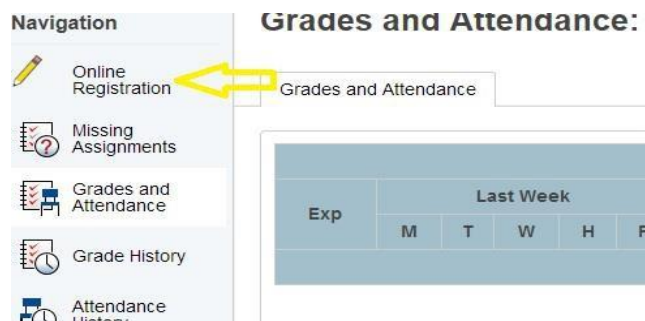
**STEP 1.** On the **Albany County School District #1** website (<https://www.acsd1.org/acsd/>), hover over the **Resources** tab, and from the drop-down menu, select **Parent Resources**. Under the Online Student Management section, click on **PowerSchool Login**.



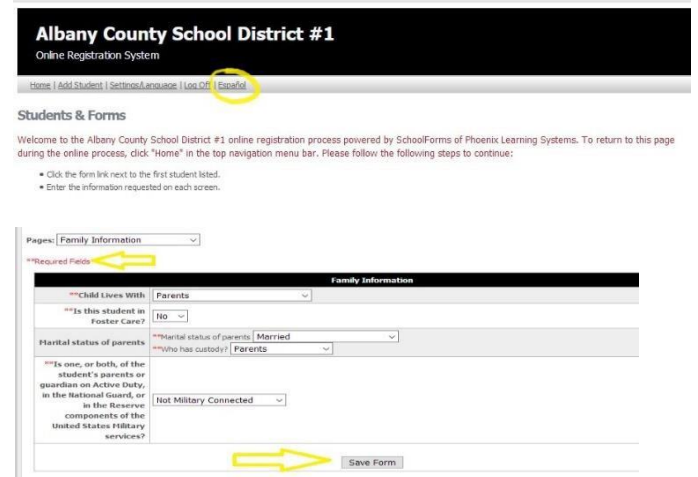
**STEP 2.** If you know your account information, enter your username and password and click "Sign In". If you have forgotten either your username or password, click on "Forgot Username or Password?" and your credentials will be emailed to you. If you do not have an account set up, click on "Create Account". If you need to create an account for the first time, you will need to visit your school secretary to get your initial account credentials.



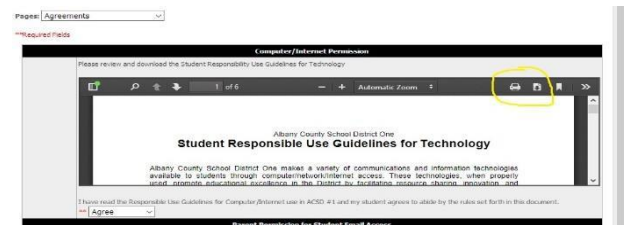
**STEP 3.** Once you have your account created and you are logged into the PowerSchool Parent Portal, you will see a menu with an Online Registration icon. Click on this icon, and you will then be directed to the online registration system called SchoolForms.



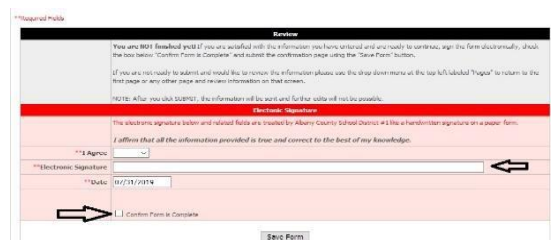
**STEP 4.** By default, the forms are in English. Choose Espanol on the menu to complete in Spanish. Click on the paper icon next to the student's name for Student Registration, read the instructions and complete the information for each form. The items marked with **\*\*red asterisks** are required information. Answer each question, and click "Save Form" to go to the next form.



**STEP 5.** Some of the forms contain documents that can be printed/downloaded during this process. A printer icon or a download icon are located on the top right of the menu bar.



**STEP 6.** Once you have completed all the information, you will need to complete the last screen containing your electronic signature. **The electronic signature and related fields are treated by Albany County School District #1 like a handwritten signature on a paper form.** NOTE: After you click SUBMIT, the information will be submitted and further edits will **not** be possible.



If you have more than one student linked to your PowerSchool Parent Account, your other students will be listed and you will need to complete the information for them. If you need additional students linked to your account, contact your school secretary to get each student's unique access id and password.