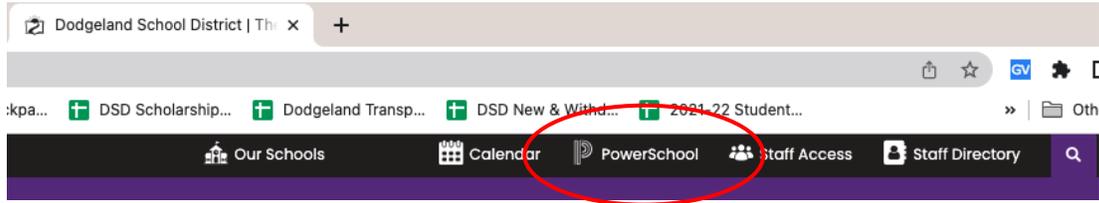
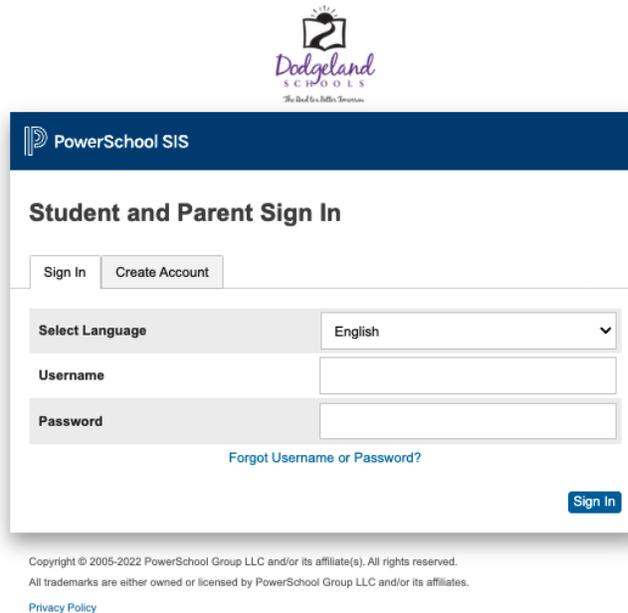


Adding a New Student to an Existing PowerSchool Account

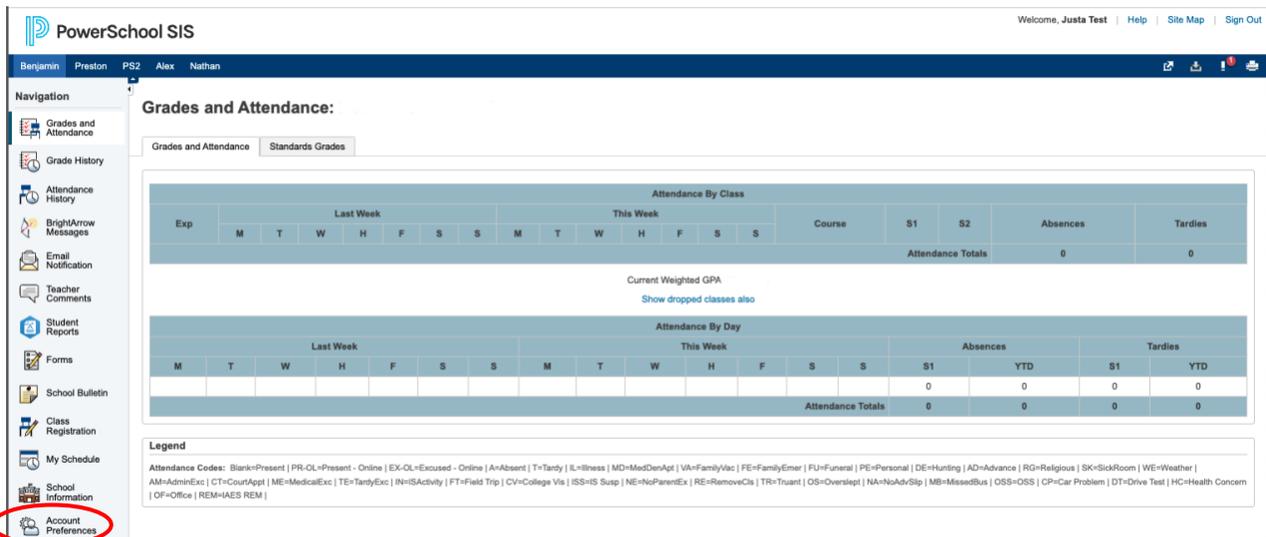
1. Go to the Dodgeland website: www.dodgeland.k12.wi.us



2. Click on the PowerSchool text at the top of the screen. This will open the Dodgeland PowerSchool Student and Parent Sign In page.



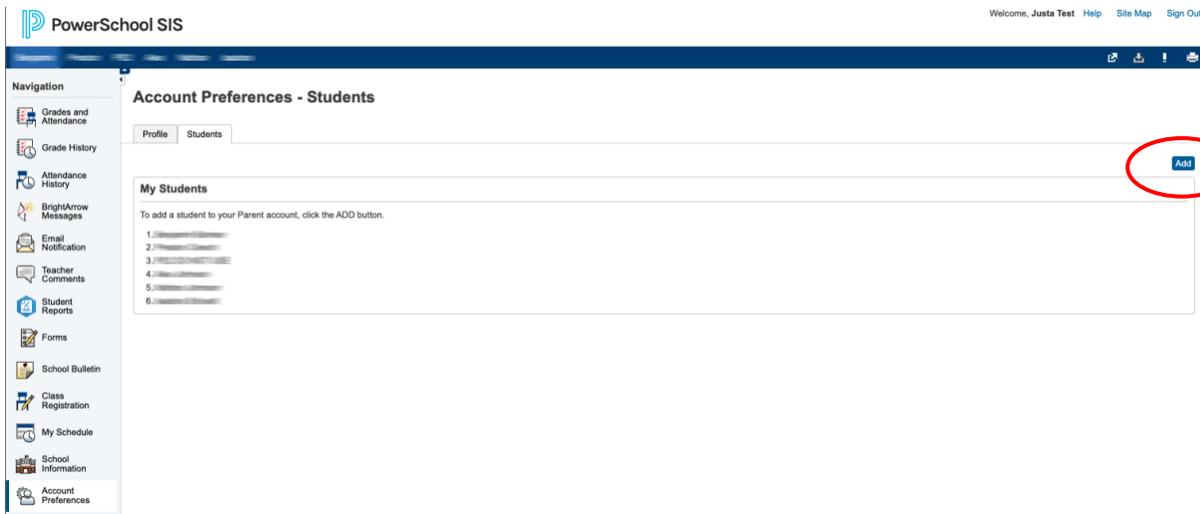
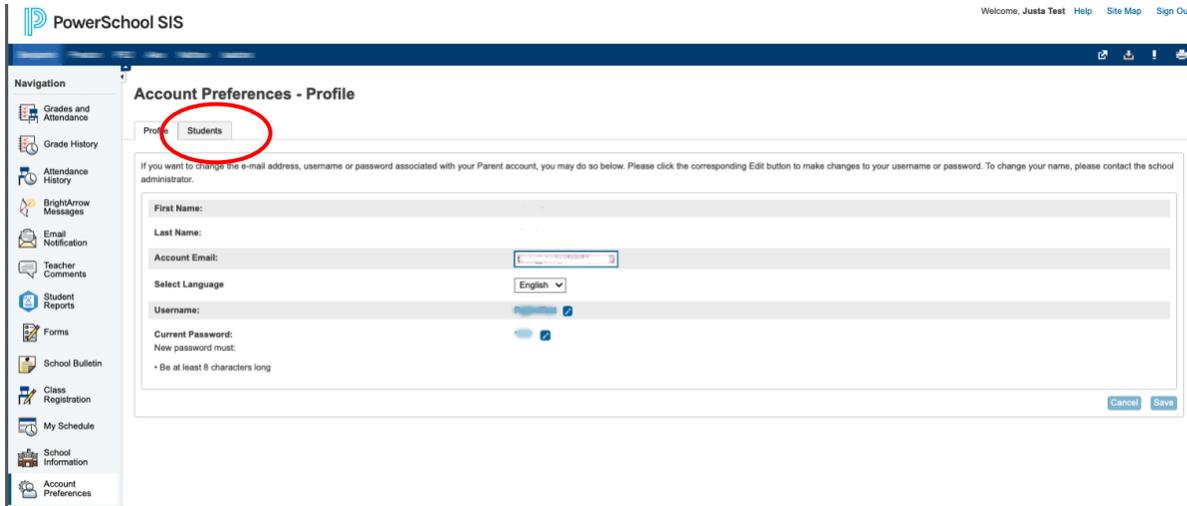
3. You will see the Dodgeland PowerSchool Student and Parent Sign In page. Log into the system with your username and password. This will route you to your PowerSchool start page.



4. At the PowerSchool start page, click on Account Preferences in the lower left corner.



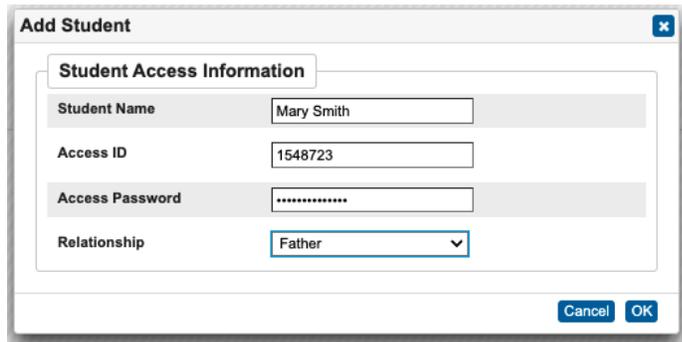
5. Click on the Students tab.



6. Click on the Add button.
7. Enter the student's name, Access ID and Access Password. NOTE: Please contact Mrs. Bentz for your Access ID, and Access password if you do not know this information: bentz@dodgeland.k12.wi.us

A dialog box titled "Add Student" with a close button in the top right. It contains a section titled "Student Access Information" with four fields: "Student Name" (text input), "Access ID" (text input), "Access Password" (text input), and "Relationship" (dropdown menu with "-- Choose" selected). "Cancel" and "OK" buttons are at the bottom.

8. Select a Relationship. This is how *you* are related to the student.



The image shows a dialog box titled "Add Student" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Student Access Information" containing four fields: "Student Name" with the value "Mary Smith", "Access ID" with the value "1548723", "Access Password" with a masked password "*****", and "Relationship" with a dropdown menu set to "Father". At the bottom right of the dialog are "Cancel" and "OK" buttons.

9. Click the OK button.
10. Click on the name of the new student to modify their Forms.



11. Click on the Forms icon to access your student's forms.



12. Click on the Enrollment tab to complete forms for a NEW student.



13. Click on the GENERAL FORMS tab to complete or modify forms for an existing student.