Adding a New Student to an Existing PowerSchool Account

1. Go to the Dodgeland website: www.dodgeland.k12.wi.us
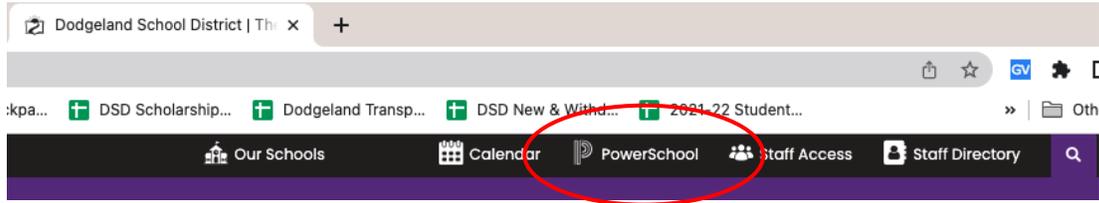
2. Click on the PowerSchool text at the top of the screen. This will open the Dodgeland PowerSchool Student and Parent Sign In page.
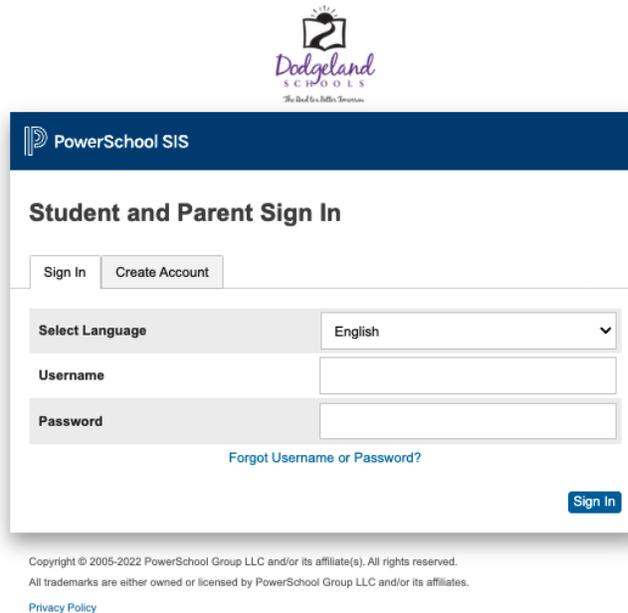
3. You will see the Dodgeland PowerSchool Student and Parent Sign In page. Log into the system with your username and password. This will route you to your PowerSchool start page.
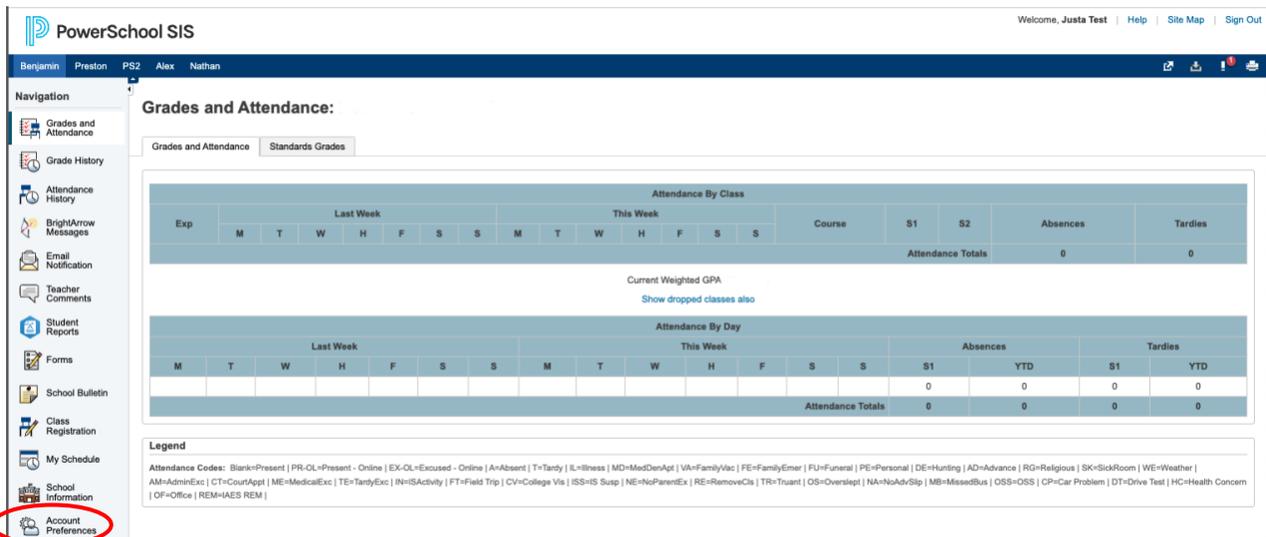
4. At the PowerSchool start page, click on Account Preferences in the lower left corner.

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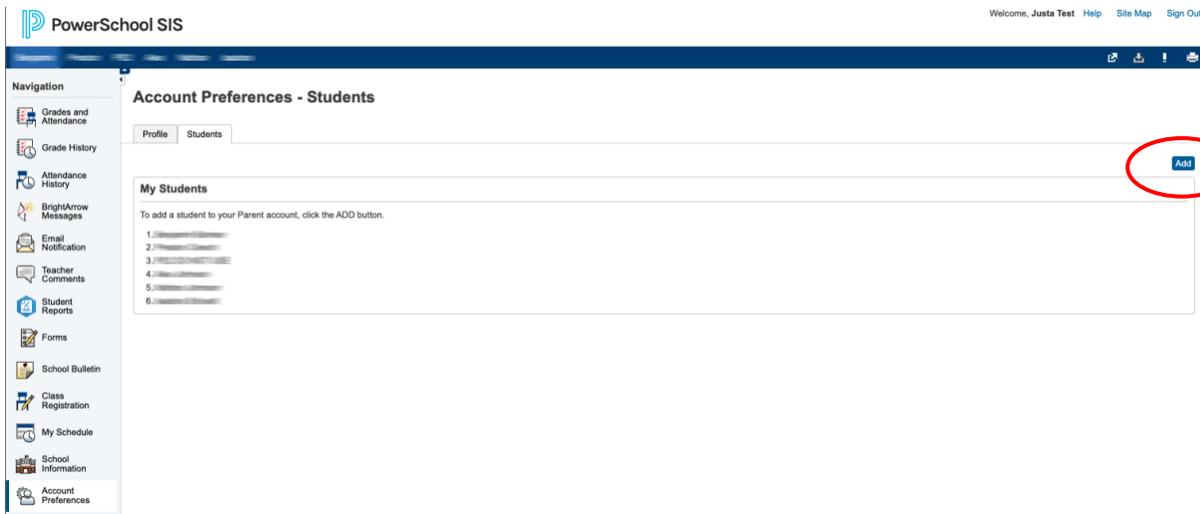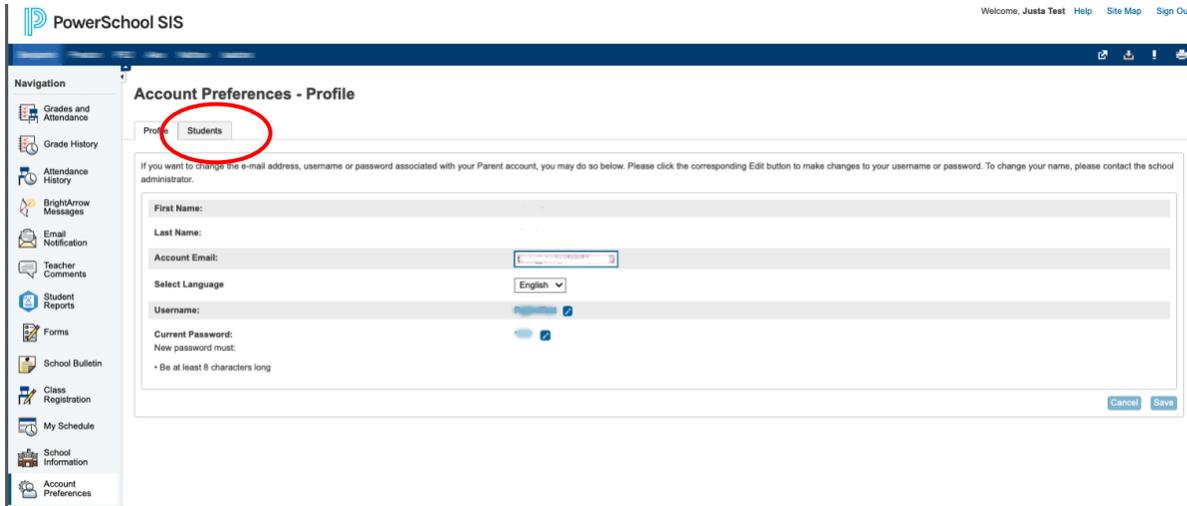
6. Click on the Add button.
7. Enter the student's name, Access ID and Access Password. NOTE: Please contact Mrs. Bentz for your Access ID, and Access password if you do not know this information: bentz@dodgeland.k12.wi.us

8. Select a Relationship. This is how *you* are related to the student.
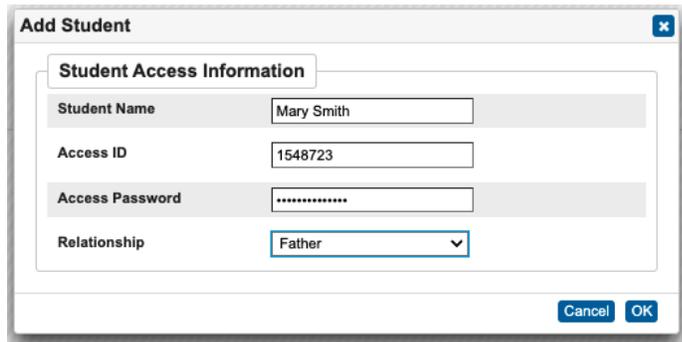
9. Click the OK button.

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.