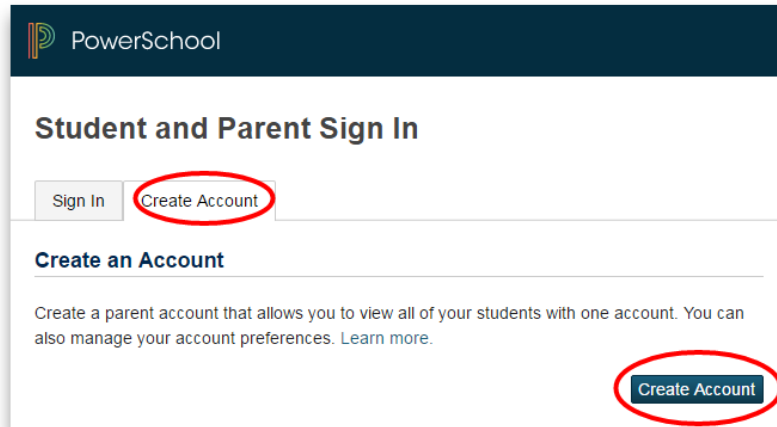


## RegLink Parent Quick Start Steps Existing Students

Welcome to RegLink! To make register with Westwood Community High School you will need to complete these steps in the following order:

1. Create an account for the PowerSchool Parent Portal by going to <https://fmpsdpowerschool.com/public> and choosing Create Account.



PowerSchool

### Student and Parent Sign In

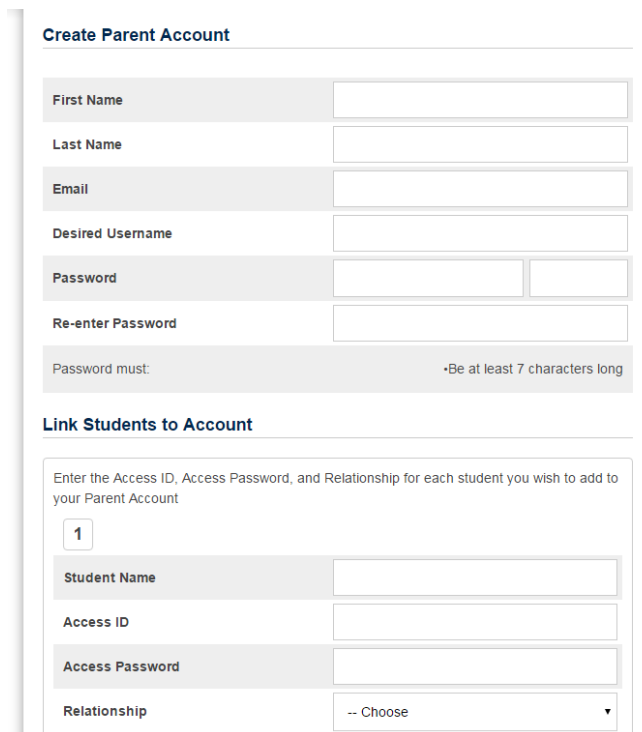
Sign In **Create Account**

#### Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

**Create Account**

2. Complete the required information using the Access ID and Password you were given for your student.



### Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must: -Be at least 7 characters long

### Link Students to Account

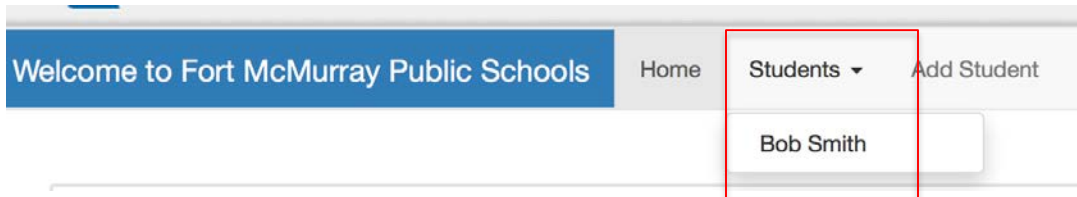
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	<input type="text"/>
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose ▾

3. Once you have submitted your registration you will be redirected to the login page. You will have to then sign in using the credentials you used when you registered.
4. Click on RegLink on the left hand navigation menu:

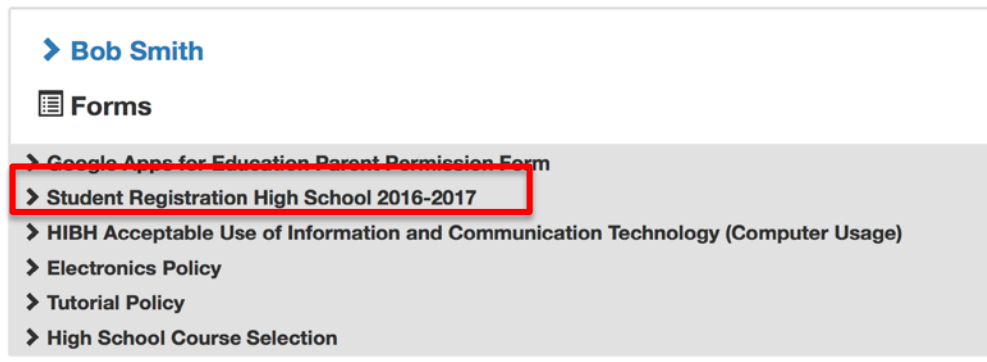


5. Once logged into RegLink access your child's profile from the top menu:
  - a. Click on Students and select the student to register



6. Upon selecting the student you will be directed to the Forms Page to complete the Registration Form:
  - a. Click on Student Registration High School 2016-2017

↓ Create your first form from the list below.



- b. Click on Add New Application

Add new application

- c. Proceed with completing the required information. All mandatory fields are outlined in red and you cannot proceed to the next page without entering data in those fields.

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<b>School Dropdown</b>	<input type="text"/>	Reset
<b>Grade</b>	<input type="text"/>	Reset

- d. Use the forward and backward navigation buttons to advance to the next step or return to a previous step. All changes are automatically saved with each click of the navigation buttons.



- e. On the last page click on Preview to validate data. To make changes return to the appropriate page using the navigation buttons to make adjustments.



- f. Click on Submit to submit the form

Submit Save and continue later

- 7. Form submission is confirmed with the following message

▼ Student Registration High School 2016-2017

Creation Time
Today 01:50 PM (Submitted)