



Step by Step guide on how to complete Enrollment via computer

1. Go to https://icanaz.powerschool.com/public/formbuilder/form.html?formid=1315&request_locale=en_US



2. Complete the registration form with:
 - a. Student First and Last name
 - b. Date of Birth
 - c. Gender
 - d. Grade Level
 - e. What school the child currently attends
 - f. Home address
 - g. Parent/Guardian email, First and Last name
 - h. School Preference
 - i. What session you want your child to attend (choose all that apply):
 - i. All is afterschool and fall, spring break
 - ii. Afterschool is afterschool only
 - iii. Fall break is fall break
 - iv. Spring break is spring
 - v. Year of Entry
 - vi. Entry Date you'd like your child to start
2. Once you've submitted this form you will get an email from PowerSchool with your access code and password to create your account.
3. Go to our PowerSchool page via link: icanaz@powerschool.com/public/home.html



4. Click on "Create Account" (visual on next page)
5. Enter the following information
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Re-enter email
 - e. Desired Username
 - f. Password must be:

- at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character
- Not be a well-known password

6. Link Student to Account

- a. Enter your student's First and Last Name
- b. Access ID (from the email from PowerSchool)
- c. Access Password (from the email from PowerSchool)

7. Scroll down and click Enter

8. If you are a previous user with an older child and you have forgotten your Username or Password, click the blue link - [Forgot Username or Password](#) to receive an email.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Select Language English

Username

Password

[Forgot Username or Password?](#)

Sign In

Welcome to ICAN
Thank you for your patience while we work through our enrollment review process. **You may be put on a waitlist depending on grade level**

If you need additional support, please contact registration@icanaz.org, 480-874-7580

For questions reach out to Angie Brooks - Enrollment Coordinator (480) 874-7580 registration@icanaz.org

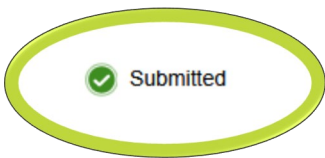
9. Once you are logged into PowerSchool, click on **Forms** (on left of screen).



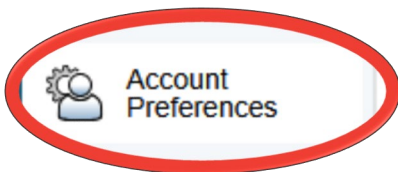
10. Forms: All forms must be completed before your children are registered.

- a. 25-26 Program Registration
- b. A. Household Information
- c. B. Student Enrollment
- d. Program Permissions Page (Main, Galveston, Hartford, Adams, Longfellow)
- e. Fall Intersession Registration form (during fall sign up)
- f. Spring Intersession Registration form (during Spring sign up)
- g. Summer Intersession Registration form (during Summer sign up).

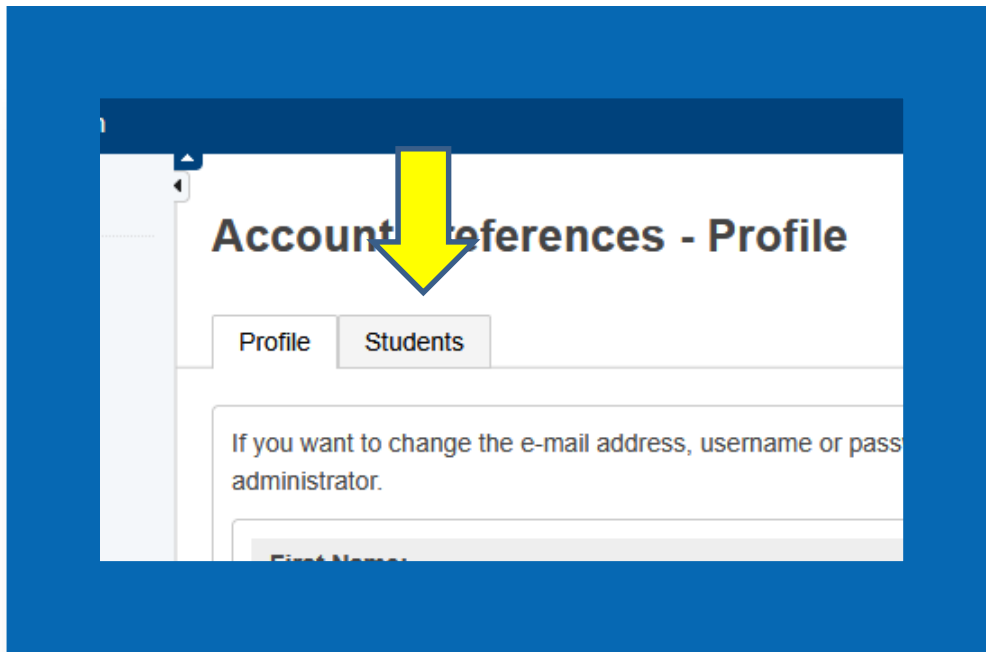
11. You will see a green check mark once complete.



12. If you need to add another student to your account, you will have to do this on the computer not on a cell phone. Go to "Account Preference" (bottom left).



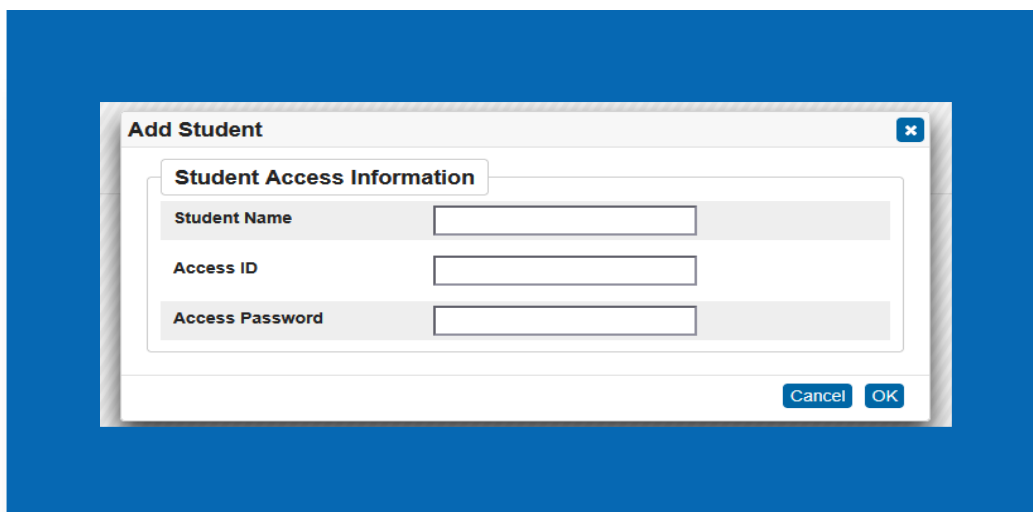
13. You will see 2 tabs on this page, click on the Students tab.



14. On the right you will see the blue Add button.



15. Type in the new child's name (exactly as it appears in the email from PowerSchool), Access ID, Access Password.



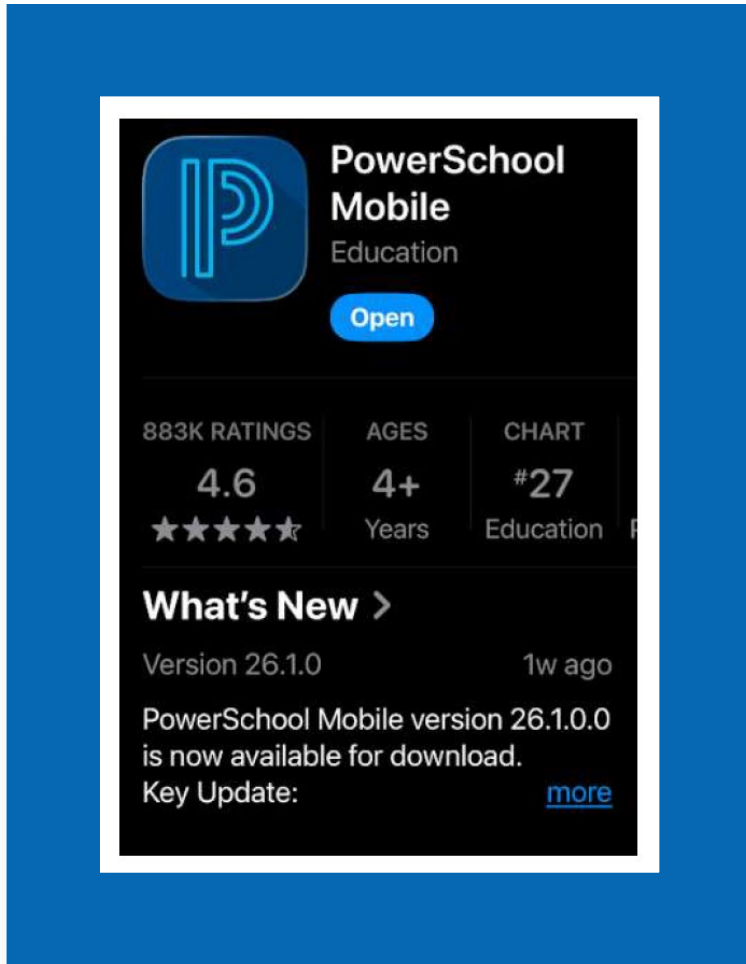
16. You will now be able to see both children listed on the main page as separate tabs.
17. Click on each child and complete all forms for each. In the example below my children are labeled as "Test" and "Registration".

The screenshot displays the PowerSchool SIS interface. At the top, there are two tabs: "Test" and "Registration". A green arrow labeled "CHILDREN" points to the "Registration" tab. Below the tabs is a navigation sidebar with various options: Attendance History, Email Notification, Teacher Comments, Forms, School Bulletin, My Schedule, School Information, Account Preferences, MyPowerHub, and SchoolMessenger. A green arrow labeled "FORMS" points to the "Forms" option in the sidebar. Below the sidebar, the main content area shows "Grades and Attendance: Student, Test". There are two attendance tables. The first table is titled "Last Week" and has columns for T, W, H, F, M, T. A green arrow labeled "Account Preferences" points to the "Account Preferences" option in the sidebar. Below the tables is a "Legend" section with the text "Attendance Codes: P=Present | A=Absent | FT=Field Trip | 3S=3 day Suspension | 5S=5 day su". A green arrow labeled "District code for mobile app" points to the "District Code" field, which contains "KKXC". At the bottom of the sidebar, there are buttons for "Download on the App Store" and "GET IT ON Google play".

18. Click on Download the app for your phone above, Apple or Google Play.
19. We send out all communications through the mobile app referred to as MyPowerHub so please download it and use the district code: KKXC to log into our specific district.

For questions reach out to Angie Brooks - Enrollment Coordinator (480) 874-7580 registration@icanaz.org

Here is what the PowerSchool Mobile app looks like



iPhone users

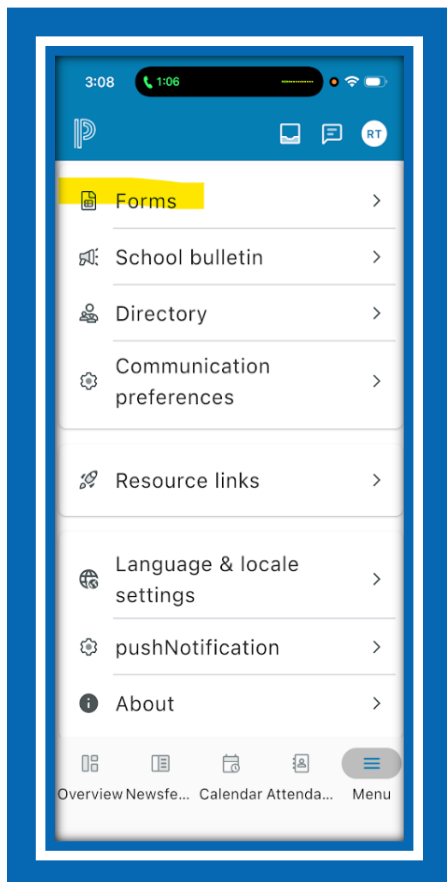
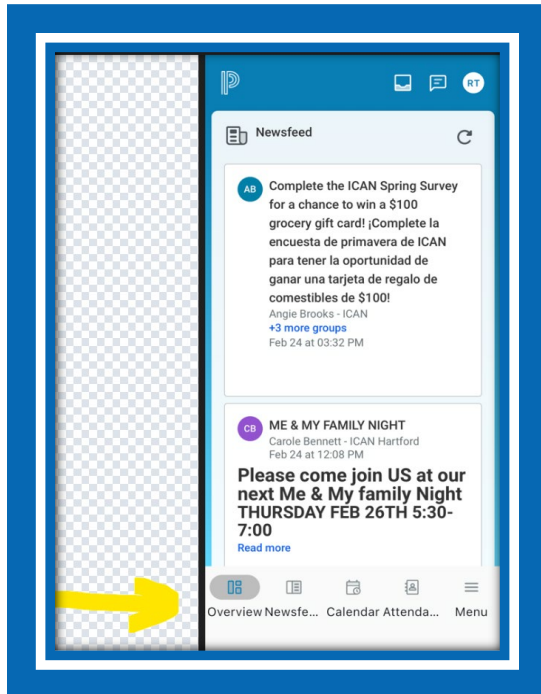


Android users

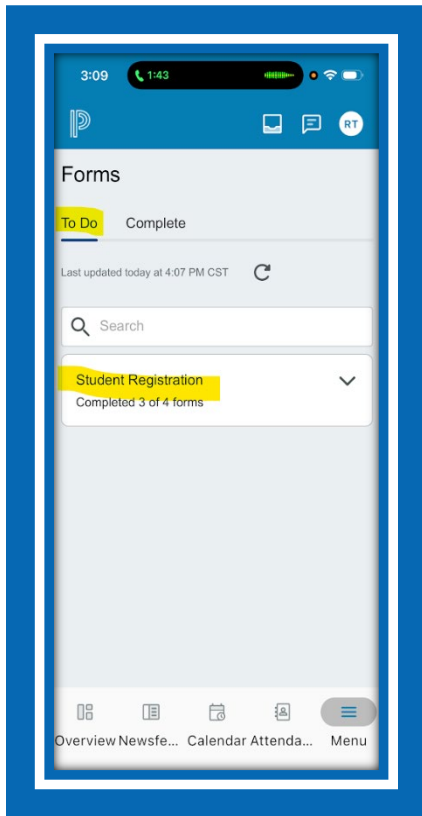


Step by step on the Mobile app

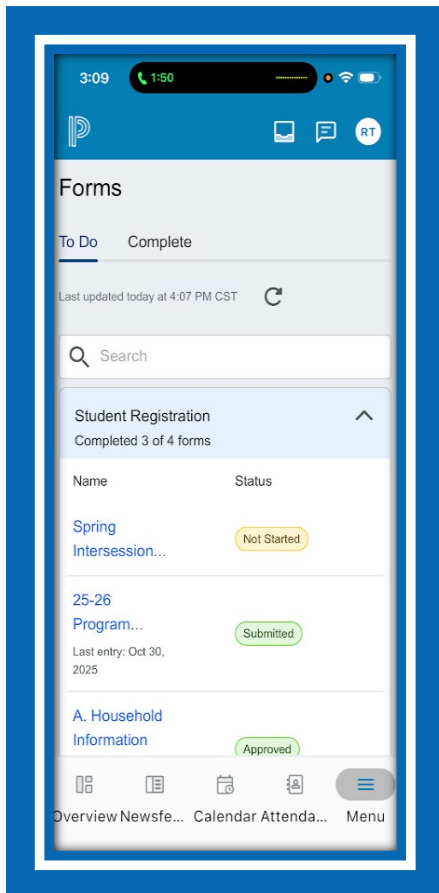
1. Once you download the app you will be asked for a District code, it is KKXC
2. On the bottom tool bar you will see "Menu" on the far right, click this and go to Forms.



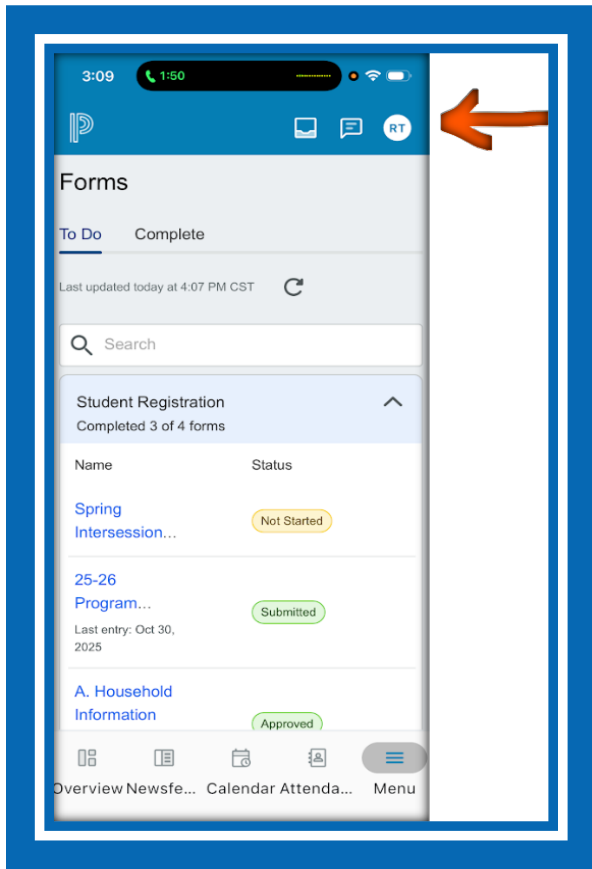
3. Click on “To Do” and then “Student Registration”



4. You will see that if it says “Not Started” those are the forms that need to be completed. The green “submitted” is what you want to see.



5. To switch students click on the initials at the top right.



6. You can see on the bottom menu that there are other helpful items, such as the Newsfeed. We send announcements here so please check it often.
7. At the top of the page you will see the message icon next to your child's initials, that communicates with the site.