



# St. Johns County School District

## PowerSchool Account New Students

Last Modified 8/7/2023

The St. Johns County School District is using an online registration system for New Pre-K students and New KG – 12<sup>th</sup> grade students powered by PowerSchool. A **new** student is defined as new to SJCS D and having never attended a school in SJCS D. If your student was previously enrolled in a SJCS D school and is re-enrolling, please see here for Re-Enrollment options: <https://www.stjohns.k12.fl.us/student/enrollment/>

**Please note: Your child's registration is not complete until you have completed the enrollment process online and it has been verified and approved by your child's school. (All students must reside in St. Johns County and provide valid Proof of Residency).**

### How do I get started? –

**\*\*The PowerSchool site can be used with a mobile device, however it is recommended that whenever possible, you complete Enrollment forms using a laptop or desktop using Chrome, Edge or Firefox as your browser.\*\***

1. You will need to create a unique login and password for your account.
2. Visit: <https://www.stjohns.k12.fl.us/student/enrollment/> to determine which form/school year is appropriate for your child. Click on that link to
3. Select "Create Account". (If you already have an account, you can simply sign in.) You will need a valid email address to create an account and complete the online registration process.

The screenshot shows the PowerSchool login page for St. Johns County School District. It features two main sections: 'Sign In' and 'Create Account'. The 'Sign In' section has fields for 'Email Address' and 'Password', a 'Remember me on this computer' checkbox, and a 'Sign In' button. The 'Create Account' section has a 'Create Account' button circled in red. Below the 'Create Account' button, there is a link for 'Forgot password?'. At the bottom, there is a note: 'Sign into your account using your cell phone number.'

The screenshot shows the PowerSchool 'Create Account / Sign In' page. It is divided into two columns. The left column is titled 'Create an Account' and includes the text 'Not a PowerSchool Enrollment account holder?' and 'With an account, you can...' followed by a list of benefits: 'Complete forms online', 'Save and return to forms in progress', and 'Print form history'. Below this is a 'Create Account' button. The right column is titled 'Account Sign In' and includes the text 'Already have a PowerSchool Enrollment account? Sign in here.' followed by fields for 'Email Address' and 'Password', a 'Remember me on this computer' checkbox, and a 'Sign In' button. A 'Forgot password?' link is also present. At the bottom, there is a footer: '© 2008-2019 PowerSchool. Legal | Contact Us Version: 19.5.0.0'

4. Once your account has been created, you can log in to the appropriate form. Make sure you read all the information on each screen. You may need to scroll downward to see all the questions on the screen. Your work will be saved as you go, allowing you to return at any time to continue and complete the registration process.
5. You will only need one account per family. After you submit your first registration, you can add additional students if needed. You will be able to share family information between students, which saves time.
6. Please complete as accurately as possible. All required fields are marked as "Required". The answers you submit will be passed to your child's school exactly as you enter them. Be careful to use correct spellings, phone numbers, dates, etc.
7. Once your registration is complete and has been submitted, your application will be reviewed by the school, and you will be contacted if further information or documentation is required. **The registration process is not complete until all information has been verified and approved by the school.**
8. If you require technical assistance when completing the form, please email: [online\\_registration\\_issues@stjohns.k12.fl.us](mailto:online_registration_issues@stjohns.k12.fl.us)
9. If you previously created an enrollment account with SJCS D and forget your login information, please select the "forgot password" link to reset your password.