

# Online Registration Instructions

for Carthage Elementary School District #317

2023-2024

1) Go to: [www.cesd317.org](http://www.cesd317.org)

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ELEMENTARY SCHOOL *District 317*

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First Day of Student Attendance will be Wednesday, August 17th, 2022

**Registration 2022-23**  
Online registration for the 2022-23 school year will open on Tuesday, July 26, 2022. On-site help will also be available at both schools on Tuesday, July 26th from 10AM to 6P. M. Registration closes August 9th. Click Here to be taken to the registration page.

read more **Click Here**

**Current Highlights**  
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2) Click on “read more” under Registration Schedule for 2023-2024

- 3) Read all information, then click on “Click Here to Be Taken to the PowerSchool Account Link for Online Registration”.

## Registration Schedule for 2023-24



### Registration Opens:

July 17, 2023

### On-Site Help Available at both schools on the following dates:

July 25th and July 26th  
9:00 AM - 4:00 PM

### Registration Closes:

August 4, 2023



## Important Links

\*\*Click Here to Be Taken to the PowerSchool Account Link for Online Registration\*\*

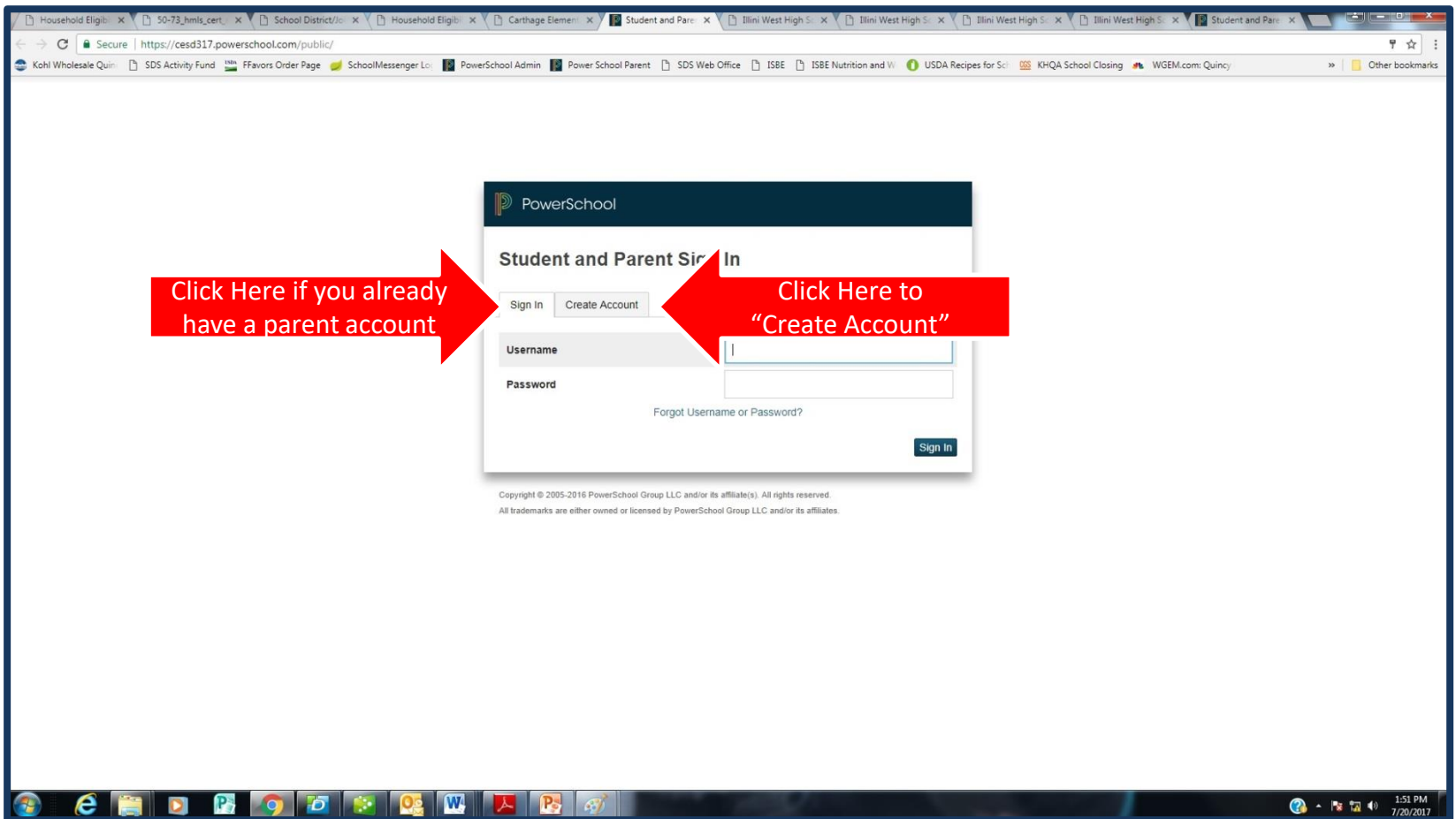
Click Here for Tutorial and Registration Help Desk



4) The “PowerSchool Student & Parent Sign In” page appears as below.

5) Select “Create Account” - you will need the Access ID & Access Password from the letter that you received in the mail.

**NOTE: If you have already created a parent account from previous school years, you can select “Sign In” and enter your Username & Password, then skip to #8 on page 7.**



The screenshot shows a web browser window displaying the PowerSchool "Student and Parent Sign In" page. The page features a dark blue header with the PowerSchool logo and the title "Student and Parent Sign In". Below the title are two buttons: "Sign In" and "Create Account". The "Sign In" button is highlighted with a red arrow pointing to it from the left, with the text "Click Here if you already have a parent account". The "Create Account" button is highlighted with a red arrow pointing to it from the right, with the text "Click Here to 'Create Account'". Below the buttons are input fields for "Username" and "Password", and a "Forgot Username or Password?" link. A "Sign In" button is located at the bottom right of the form. The browser's address bar shows the URL "https://cesd317.powerschool.com/public/". The taskbar at the bottom of the screen shows various application icons and the system clock indicating 1:51 PM on 7/20/2017.

## 6) Click on **“Create Account”**

The screenshot shows a web browser window with the URL <https://illiniwest.powerschool.com/public/home.html>. The page features the PowerSchool logo at the top left. Below the logo, the heading "Student and Parent Sign In" is displayed. Underneath this heading are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a red arrow pointing to it from the right. Below the buttons, there is a section titled "Create an Account" with the text: "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." At the bottom right of this section is another "Create Account" button. The browser's address bar shows the URL, and the taskbar at the bottom of the screen displays various application icons and the system clock showing 1:57 PM on 7/20/2017.

## 7) Complete each field.

You will create your own unique Username & Password. **(write it down)**

You will enter the individual Access ID & Access Password for each student that was sent to you in the letter from the school.

The screenshot shows a web browser window displaying the PowerSchool 'Create Parent Account' form. The form is divided into two main sections: 'Parent Account Details' and 'Link Students to Account'. In the 'Parent Account Details' section, the 'Desired Username' and 'Password' fields are highlighted with a yellow box, and a red arrow points to them with the text 'Create your own unique user name & password'. In the 'Link Students to Account' section, the 'Access ID' and 'Access Password' fields are highlighted with a yellow box, and a red arrow points to them with the text 'Use Access ID & Password sent to you in letter from the school'. The form also includes fields for 'First Name', 'Last Name', 'Email', 'Re-enter Password', and 'Relationship'. The browser's address bar shows the URL 'https://cesd317.powerschool.com/public/create\_multi\_student\_account.html?'. The Windows taskbar at the bottom shows the time as 3:43 PM on 7/20/2017.

PowerSchool

### Create Parent Account

**Parent Account Details**

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: -Be at least 6 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

Student Name

Access ID

Access Password

Relationship

Create your own unique user name & password

Use Access ID & Password sent to you in letter from the school

8) Once created, your child's "PowerSchool Parent Portal" will open. At the bottom left hand side of the screen, click on "Forms" to begin the registration process.

The screenshot displays the 'Start Page' of the PowerSchool Parent Portal. On the left is a vertical sidebar with a light blue background, containing several menu categories: 'Attendance', 'Reports', 'People', 'Setup', and 'Applications'. The 'Forms' link under the 'Applications' category is circled in red. A large red arrow points from the text 'Click Here' to this circled link. The main content area on the right is titled 'Start Page' and includes a search bar with 'Students' and 'All' dropdowns, a search icon, and a list of grade levels (PK3, PK4, K, 1, 2, 3, 4, 5, 6, 7, 8, F, M, All). Below this is a section for 'Current Student Selection (0)' with a message 'There are no search results.' and buttons for 'Select By Hand' and 'Quick Export'. The next section is 'Daily Bulletin - Monday, July 25, 2022', which shows 'No bulletin items were found for this date.' and a 'Legend' section with an icon for 'Date Entry'. The entire interface is enclosed in a dark blue border.

## Online Payment Option

Registration Fees must be paid by the first day of school. Please use the link below to make an online payment.

Payment may also be dropped off at a school location, mailed to 210 South Adams, Carthage, IL 62321 or sent with your child on the first day of school.

**Students who were notified of their “Direct Certification” status, will have their registration fees waived.**

**Direct Certified students will also receive free meals. All other students are required to pay for breakfast and lunch, unless they qualify for free or reduced meals based on approval of their free/reduced lunch application form.**

Online payment link: [CLICK HERE](#)



Click Here

**Primary School Book Fee: \$50.00**

**Middle School Book Fee: \$50.00**

The fee schedule for the 2023-2024 school year can be viewed [here](#).

Thank you for using online registration. Please review all information before selecting "Submit". We are looking forward to a great school year!



# HelpDesk

If you have questions, please email the HelpDesk at:  
[dwhite@cesd317.org](mailto:dwhite@cesd317.org)