Rye City School District

NEW STUDENT REGISTRATION INSTRUCTIONS

Rye City School District uses PowerSchool Enrollment (formerly known as InfoSnap) as our online student registration system. You can find the links to PowerSchool Enrollment on Ryeschools.org at About Us>General Information> Admissions to School. Please make sure click on the link for the upcoming **new** school year. After you submit your registrations via PowerSchool Enrollment, please note that **ALL REGISTRATIONS still must go through the approval process.**

IF YOU HAVE NEVER USED POWERSCHOOL ENROLLMENT (FORMERLY KNOWN AS INFOSNAP)

Select "Create Account" and fill out required information and security questions.

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Sign In

Email Address

Password

☐ Remember me on this computer

Sign In

Forgot password?

Sign into your account using your cell phone number.

Create Account

With an account, you can...
- Complete forms online
- Save and return to forms in progress
- Print form history

Create Account

Proceed to add your students and click "Add Student."

Add Student

First Name

Last Name

Date of Birth
enter as "mm/dd/yyyy"

Add Student

You will be brought to the registration pages. Begin filling out the information and click "Next." Click "Previous" to go back to a previous screen

2

Here are some helpful tips when filling out the form:

- A value is required whenever you see the icon below. If you do not see the icon, you are not required to fill in those fields

  required

  You will **not be able to submit your registration form** unless **all** required fields are filled in and mandatory documents are uploaded

- Remember to enter information in the specified format. Example: Use xxx-xxx-xxxx for phone numbers

- If you can't complete the form at that moment, remember to "Save and Sign Out" by clicking the circle with your initials in the upper right corner

  Dashboard   Help

  Account

  Save & Sign Out

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Panel 4

Once completed, click "Submit." You will be brought to a screen where you will have the option to print a copy of the form for your records or to complete the process for another student

Next Steps

1. **Print a copy for your records**
   Your information has been successfully submitted to Rye City SD. Optionally, you may click this New Student Registration link to print a copy for your records.

   Now that you've submitted your New Student Registration you must contact the school to make any adjustments.

2. **Complete a New Student Registration for another student (if applicable)**
   This process must be completed for each child attending Rye City SD. To begin another New Student Registration, click the link below and follow the directions.

   • Registration

Contact Information

The Rye City School District

555 Theodore Fremd Avenue, Suite B-101
Rye, NY 10580
t: 914.967.6100
f: 914.967.6957

WARNING: *DON'T FORGET TO CLICK THE "SAVE & SIGN OUT" BUTTON WHEN FINISHED, ESPECIALLY WHEN USING A SCHOOL OR PUBLIC COMPUTER. THIS WILL ENSURE THAT YOUR INFORMATION REMAINS SECURE.*

If you do not have any more students to add, there is no need to do anything else unless contacted

If you are adding another student, repeat steps 2-4

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Panel 5

You will receive a confirmation email from noreply@psrsupport.com. It will look like this:

Rye City SD -- Submission Confirmation Inbox ×

noreply@...psrsupport.com via regmail.powerschool.com
to me ▾

Submission Confirmation

Dear

The New Student Registration for *Test* has been submitted to Rye City SD.

Should you wish to view or print a copy of the submitted information, click here and sign in using your email address and password.

NOTE: Emails may accidentally get filtered and placed in your Junk or Spam folders. Please check there if you do not see the email in your inbox.

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Panel 6

IF YOU ALREADY HAVE AN ACCOUNT

If you already have an account already from past registrations, simply sign in.

If you have forgotten your password, click on "Forgot password?" or "Sign into your account using your cell phone number"

You will need to enter the email address or cell phone number used when you created the account

Sign In

Email Address

Password

□ Remember me on this computer

[Sign In]

Forgot password?

Sign into your account using your cell phone number.

Create Account

With an account, you can...
• Complete forms online
• Save and return to forms in progress
• Print form history

[Create Account]

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Panel 7

You will receive an email from noreply@psrsupport.com with a temporary password

NOTE: Emails may accidentally get filtered and placed in your Junk or Spam folders. Please check there if you do not see the email in your inbox

Once you are logged in, see steps 2-4

View PowerSchool Enrollment support topics here

Contact PowerSchool Enrollment support chat here

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