

This document includes detailed step-by-step instructions for:

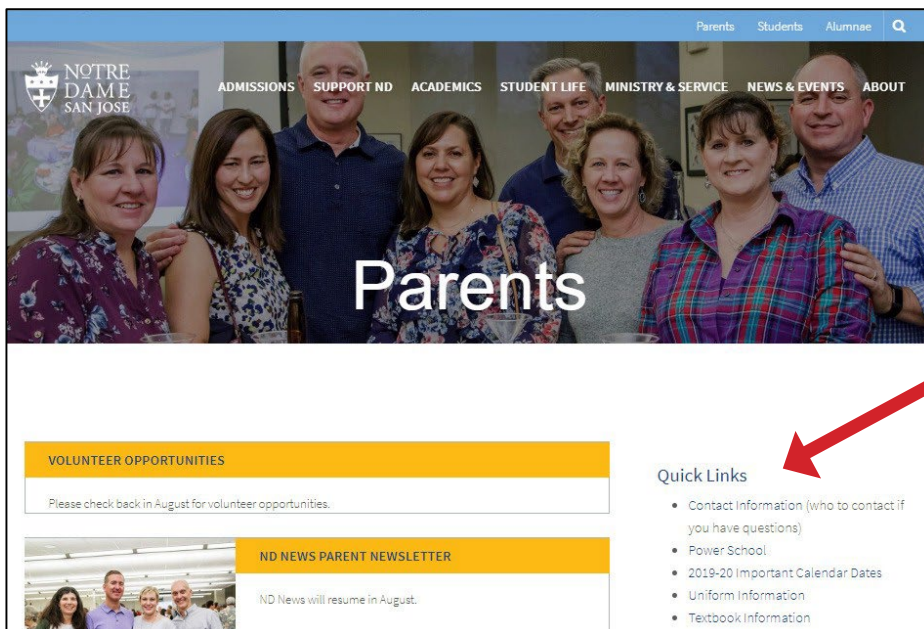
- Setting up your parent PowerSchool account (pages 1-2)
- Completing your Ecollect Health requirements (pages 3-6)
- Updating your SwiftK12 emergency and grade notification information (pages 7-9)

You must have a parent PowerSchool account in order to access Ecollect Forms and SwiftK12. If you have questions or need additional assistance, please contact [communications@ndsj.org](mailto:communications@ndsj.org).

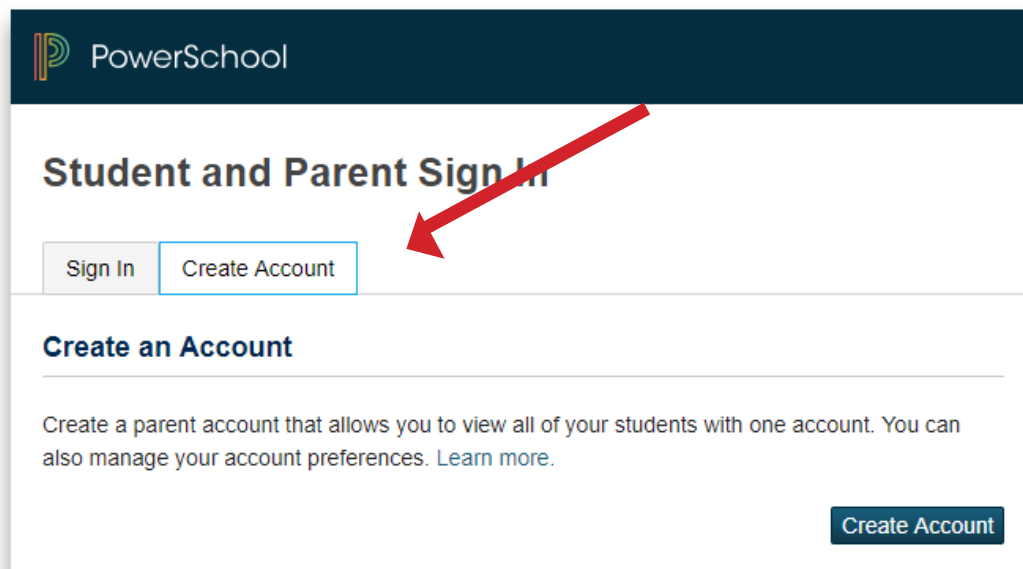
## Create Parent PowerSchool Account


1. Go to [www.ndsj.org/parents](http://www.ndsj.org/parents).
2. Click on the **PowerSchool** link under Quick Links.

**Please Note:** If you already have a current student enrolled in Notre Dame, the school office will link your incoming student to your existing login account. Their name will be viewable in the top left corner.



3. Click on the Create Account tab and then on **Create Account**.



 PowerSchool

## Create Parent Account

### Parent Account Details

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: <span style="float: right;">•Be at least 6 characters long</span>	

### 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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose

2


- Enter your first name.
- Enter your last name.
- Enter your email address.
- Enter your desired username. Choose something that will be easy to remember.  
**Do not include spaces in your username.**
- Enter a password. It must be at least eight characters long.
- Re-enter your password.

### In the Link Students to Account section:

- Enter student name.
- Enter Access ID and Access Password.  
*(This must be provided by Notre Dame. If you do not have that information, please email [communications@ndsj.org](mailto:communications@ndsj.org))*
- Choose relationship from the dropdown menu.
- Complete this information for all students currently attending Notre Dame.

14. When you have entered all of the required information, scroll to the bottom of the page and click **Enter**.

15. Return to the PowerSchool Sign In screen and enter the username and password you just created. The system will take you to a page displaying your student's grades and attendance.

 PowerSchool Welcome, Mickey Mouse | Help | Sign Out

Merry

Alerting  
SwiftReach  
SwiftK12

Navigation  
Grades and Attendance  
Grade History  
Attendance History  
Email Notification  
Teacher Comments  
School Bulletin  
Class Registration  
My Schedule  
School Information  
Account Preferences

### Grades and Attendance: Mouse, Merry

Grades and Attendance Standards Grades

Exp	Last Week					This Week					Course	Attendance By Class										Absences	Tardies
	M	T	W	H	F	M	T	W	H	F		R1	R2	R3	S1	R4	R5	R6	S2				
												Attendance Totals										0	0

Current Total GPA Current GPA (R3):  
Show dropped classes also

Last Week					This Week					Absences				Tardies	
M	T	W	H	F	M	T	W	H	F	S1	YTD	S1	YTD		
										0	0	0	0		
Attendance Totals										0	0	0	0		

**Legend**  
Attendance Codes: Blank=Present | O=Appointment | D=Dean/Counseling appt. | I=Illness | L=Excused Tardy | Q=Admin. Ex. Tardy | FT=Field Trip | G=School Related Activity | C=Cut Classes | DSC=Disciplinary | S=Suspended | T=Unexcused Tardy | U=Absent | E=extended time testing | E8=Excused 8th block class | W=On-campus College Visit | X=Excused Absence | Z=Pre-holiday absence | R=Sick Room | SP=Sports | TT=Unexc. tardy - detention | V=Vacation | K=Extended leave (personal/medical)  
Citizenship Codes: S=Satisfactory | O=Outstanding | N=Needs Improvement | U=Unsatisfactory

Magnus Health

# Activate & Complete Ecollect Health Information

1. Click on **Forms**.

The screenshot shows the PowerSchool SIS interface. The left navigation menu includes 'Alerting', 'SwiftReach SwiftK12', 'Navigation', 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'Forms', 'School Bulletin', and 'Class Registration'. The 'Forms' link is highlighted with a red arrow. The main content area displays 'Grades and Attendance: Mouse, Merry' with tabs for 'Grades and Attendance' and 'Standards Grades'. It shows an 'Attendance By Class' table for 'Community Service' and an 'Attendance By Day' table. The 'Attendance By Class' table has columns for 'Exp', 'Last Week', 'This Week', 'Course', 'R1', 'R2', 'R3', 'S1', 'R4', 'R5', 'R6', 'S2', 'Absences', and 'Tardies'. The 'Attendance By Day' table has columns for 'Last Week', 'This Week', 'Absences', and 'Tardies'.

2. All required **Health and Emergency Forms & Athletic Participation Forms** will be under the *General Forms* tab. These need to be completed/updated every year.

3. Select **Preferences** to set up notification when new forms are added, approved or rejected.

The screenshot shows the PowerSchool SIS interface. The left navigation menu includes 'Alerting', 'SwiftReach SwiftK12', 'Navigation', 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'Forms', 'School Bulletin', and 'Class Registration'. The 'Forms' link is highlighted with a red arrow. The main content area displays 'School Forms Listing for Mouse, Merry' with tabs for 'General Forms', 'Class Forms', 'Student Support', and 'Downloadable Medical Forms'. A message states 'Your preferences haven't been configured. To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.' A 'Preferences' button is visible in the top right corner, highlighted with a red arrow. A 'Preferences' dialog box is open, showing 'Enable Parent Notifications' with 'Yes' selected, 'User Selected Language' set to 'English', and 'Save' and 'Cancel' buttons. Below the dialog, a table lists forms under the heading '1. Health and Emergency Forms'.

Status	Form Name	Form Description	Category	Last Entry
Approved	1. Parent/Guardian & Emergency Contact Information	This is a required form that must be completed by a parent/guardian. If there have been no changes since its original submission, nothing needs to	1. Health and Emergency Forms	04/14/2021 1:18:26 PM

- There will be five parts of the **Health and Emergency forms** that need to be filled out. On each form, there will be a help button at the top with easy-to-follow instructions if needed. If your student will be playing sports, there are additional forms below under **Athletics**. [Help](#)
- You will need to complete the information for each student you have enrolled at Notre Dame. Click on the student's name at the top to switch students.

**PowerSchool SIS** Welcome, Minnie Mouse Help Sign Out

Molly Merry

**Alerting**

SwiftReach SwiftK12

**Navigation**

Grades and Attendance

Grade History

Attendance History

Email Notification

Teacher Comments

**Forms**

School Bulletin

Class Registration

My Schedule

School Information

Score Reports

Account Preferences

**District Code** JMPT

Download on the App Store

GET IT ON Google play

**School Form Listing for Mouse, Merry**

Student ID number: 10000

General Forms Class Forms Student Support Downloadable Forms

Search forms...

**0. School Forms**

Status	Form Name	Form Description	Category	Last Entry
Approved	Students Campus Re-Entry Form		0. School Forms	01/11/2022 1:13:18 PM

**1. Health and Emergency Forms**

Status	Form Name	Form Description	Category	Last Entry
Approved	1. Parent/Guardian, Emergency Contacts and Insurance Information	This is a required form that must be completed by a parent/guardian. You can make changes or updates at anytime throughout the year if you need to.	1. Health and Emergency Forms	06/23/2021 8:58:05 PM
Approved	2. Health Questions and Required Forms	Please fill out the conditional questions and complete the forms that apply.	1. Health and Emergency Forms	08/07/2021 2:04:23 PM
Approved	3. Immunization Information	This is a required form that must be completed by a parent/guardian.	1. Health and Emergency Forms	06/15/2021 7:00:32 PM
Approved	4. Physical and Learning Disability Questions	Additional Medical, Physical and Learning Disability Questions	1. Health and Emergency Forms	06/11/2021 9:22:01 AM
Approved	5. Consent To Treat Form		1. Health and Emergency Forms	07/04/2021 1:20:52 PM

**2. Athletics**

Status	Form Name	Form Description	Category	Last Entry
Empty	0. Athletic Pre Participation Physical Exam Form	Please upload your Athletic Pre Participation Physical Exam Form here.	2. Athletics	

### Status Legend

**Legend**

**Icons** - Form Empty - Form Approved / Populated - Form Not Approved - Form Rejected

The status of Form Empty indicates that the form has not yet been submitted; Submitted indicates that the form has been successfully submitted.

6. On the **Health Questions and Required Forms**, the top four question will have downloadable action plans if your student requires one. Download and have your health care provider complete before completing this form.

Teagan Merry

Alerting

SwiftReach SwiftK12

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Score Reports
- Account Preferences

District Code JMPT

1. Parent/Guardian, Emergency Contacts and Insurance Information 2. Health Questions and Required Forms 3. Immunization Information 4. Physical

There are 3 previous responses to this form. (0 pending, 3 approved, 0 rejected)  
Last response status: **approved**

2. Health Questions and Required Forms

Please fill out the conditional questions and complete the forms that apply.

English

NOTRE DAME SAN JOSE

For assistance, click on **HELP** below and a window will pop up with easy to follow instructions.

**Please see the forms below (blue buttons). If any of them pertain to your student, you will need to have them completed by your health care provider BEFORE you submit this form. A new form has to be completed EVERY YEAR.**

Student's Name: Merry Mouse

Grade: 11

Food Allergy Action Plan Form

Seizure Action Plan Form

Asthma Action Plan Form

Diabetes Action Plan Form

If your child plans on participating in Athletics, please upload the Pre Participation form in the Athletics Form called **0. Athletic Pre Participation Physical Exam Form**

7. **Immunization Information** If your student is a returning student and you did not submit immunization information last year, you will need to download and complete it manually. The completed form can be scanned and/or photographed clearly with a cell phone and submitted electronically by selecting Add Document at the bottom of the form.

3. Immunization Information

This is a required form that must be completed by a parent/guardian.

English

NOTRE DAME SAN JOSE

**This Student's Immunization Information form cannot be saved for later. Please make sure you have all the needed documentation before you start.**

For assistance, click on **HELP** and a window will pop up with easy to follow instructions.

Student's Name: Merry Mouse

Grade: 11

**IMMUNIZATION STATUS**  
**Immunization Audit pending.**

If your student has any other immunization changes on this

**UPLOAD BELOW**

Cloud Documents

Once you complete uploading the required forms, click submit below. If you need to gather more information, you can select save for later but your forms will not be sent until you select submit.

Upload Instructions

Document Attachment

Add Document

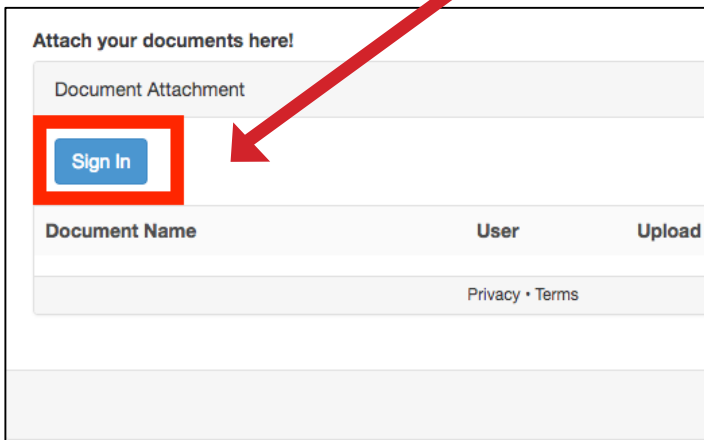
Sign Out

Search documents...

Document Name	User	Upload Date
Student's Medical Information.pptx.pdf	swamer@ndsj.org	05/14/2021 12:30:02 PM

## 8. Uploading documents

When uploading documents, you may be required to Sign-in/Create an account.



Attach your documents here!

Document Attachment

**Sign In**

Document Name User Upload

Privacy • Terms

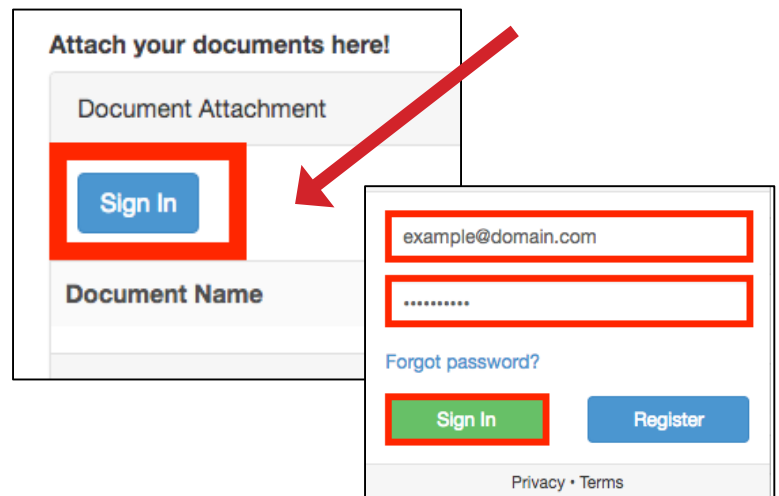
### Register/New Account

1. Click Sign In.
2. Enter email to be registered.
  - a. This will become your username for the document attachment service. It will also be used for the password recover feature.
3. Enter Desired Password
  - a. Passwords must contain:
    - i. Uppercase character
    - ii. Lowercase character
    - iii. A number (0-9)
    - iv. Special character (e.g. \*, % ,!)
4. Click "Register" button
5. Accept Terms of Service by clicking "I agree"
6. Click Register

### Sign into Existing Account

If you have previously registered an account, select Sign In from the document attachment form element.

1. Click Sign In
2. Enter username (email) and password
3. Click sign in



Attach your documents here!

Document Attachment

**Sign In**

Document Name

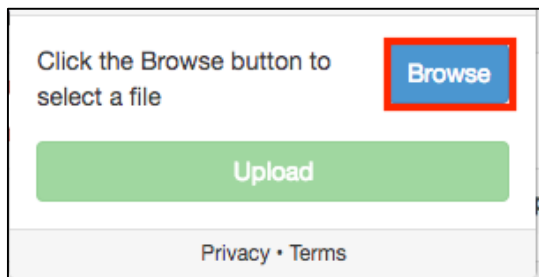
example@domain.com

.....

Forgot password?

**Sign In** Register

Privacy • Terms

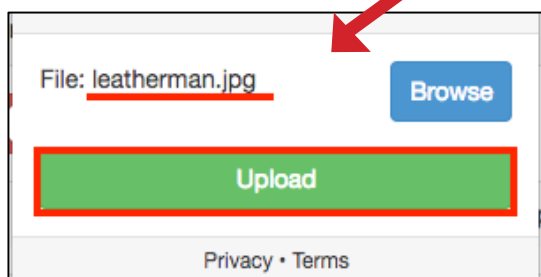


Click the Browse button to select a file

**Browse**

Upload

Privacy • Terms



File: leatherman.jpg **Browse**

**Upload**

Privacy • Terms

### Attach Documents

After you have successfully authenticated into the service, you are ready to add documents.

1. Click Add Documents
2. Browse for the document to upload
  - a. Hit "the "Browse" button
  - b. Select the file from file finder
3. Hit upload to upload document to the Document Attachment Server
4. Repeat until all necessary files are uploaded



# Update Your Emergency Contacts in SwiftK12

PowerSchool

Welcome, Mickey Mouse | Help | Sign Out

Merry

Alerting

SwiftReach SwiftK12

Navigation

Grades and Attendance

Grades and Attendance: Mouse, Merry

Grades and Attendance Standards Grades

Attendance By Class

Exp	Last Week					This Week					Course	R1	R2	R3	S1	R4	R5	R6	S2	Absences	Tardies	
	M	T	W	H	F	M	T	W	H	F												
																				0	0	
Attendance Totals																					0	0

Current Total GPA Current GPA (R3):  
Show dropped classes also

Attendance By Day

Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	S1	YTD	S1	YTD
										0	0	0	0
Attendance Totals										0	0	0	0

Legend

Attendance Codes: Blank=Present | O=Appointment | D=Dean/Counseling appt. | I=Illness | L=Excused Tardy | Q=Admin. Ex. Tardy | FT=Field Trip | G=School Related Activity | C=Out Classes | DSC=Disciplinary | S=Suspended | T=Unexcused Tardy | U=Absent | E=extended time testing | E8=Excused 8th block class | W=On-campus College Visit | X=Excused Absence | Z=Pre-holiday absence | R=Sick Room | SP=Sports | TT=Unexc. tardy - detention | V=Vacation | K=Extended leave (personal/medical) |

Citizenship Codes: S=Satisfactory | O=Outstanding | N=Needs Improvement | U=Unsatisfactory |

Magnus Health

1. Log in to PowerSchool using your parent account. Click on **SwiftReach/SwiftK12**.

PowerSchool

Welcome, Mickey Mouse | Help | Sign Out

Merry

Alerting

SwiftReach SwiftK12

Navigation

Grades and Attendance

Grade History

Attendance History

Email Notification

Teacher Comments

School Bulletin

Class Registration

My Schedule

SwiftK12

Home Contact Information Alert Preferences

RSS Feed

Documents & Files

Date Name Description

Looks like there are no documents or files currently available

Recent Alerts

Date/Time Category Name Action

Looks like there are no recent alerts.

2. Click on **Contact Information**.

SwiftK12

Home Contact Information Alert Preferences

Contact Information

Basic Information

Contact 1 Day Phone 4082941112

Contact 1 Home Phone 4089999999

Contact 2 Day Phone 4082221234

Contact 2 Home Phone 4082941112

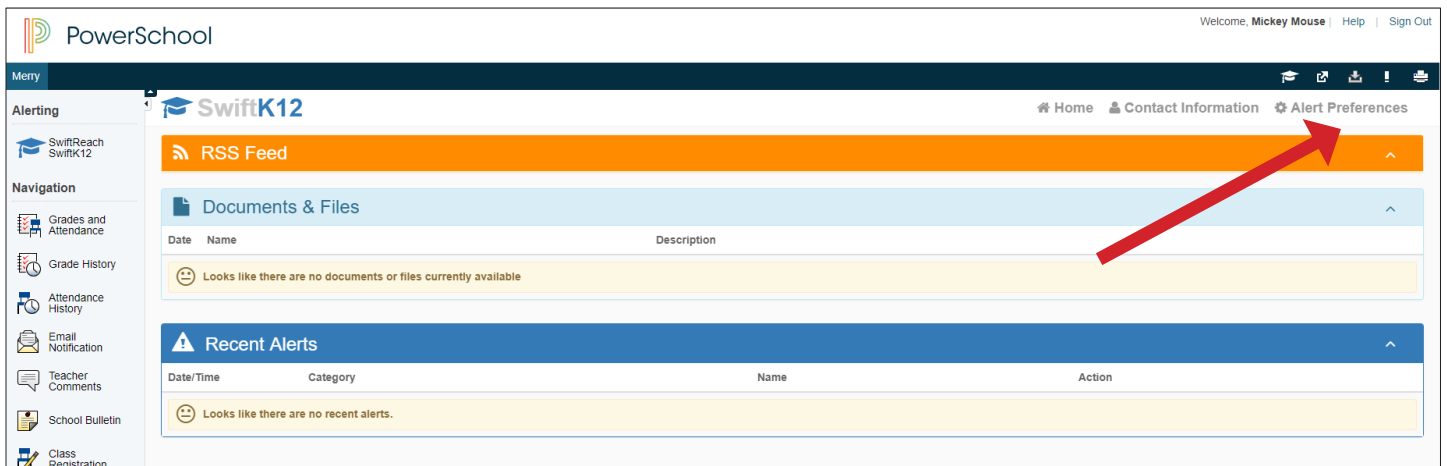
Guardian Email mmmmm@holmail.com

Home Phone 4082941113

Cancel Save Changes

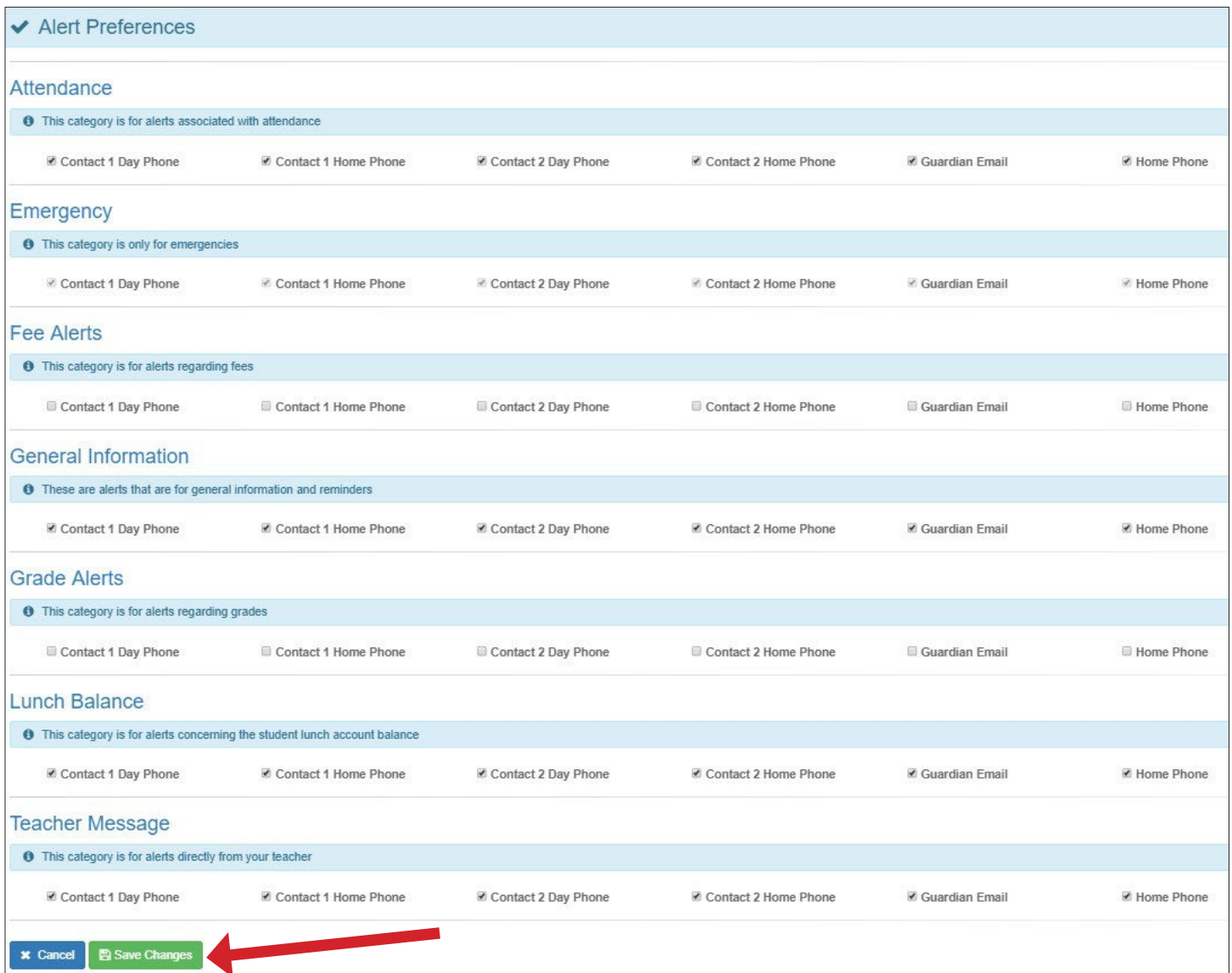
3. Update or verify information. Click on **Save Changes**.

#### 4. Click on **Alert Preferences**.



The screenshot shows the PowerSchool SwiftK12 interface. In the top navigation bar, there are links for Home, Contact Information, and Alert Preferences. A red arrow points to the Alert Preferences link. The left sidebar contains a list of navigation items: Alerting, SwiftReach SwiftK12, Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, and Class Registration.

#### 5. Check or uncheck boxes based on your contact preferences for each section, then click **Save Changes**.



The screenshot shows the Alert Preferences form. It has a header with a checkmark and the text "Alert Preferences". Below the header are several sections, each with a title and a description. Each section contains a row of checkboxes for different contact preferences.

Section	Description	Contact 1 Day Phone	Contact 1 Home Phone	Contact 2 Day Phone	Contact 2 Home Phone	Guardian Email	Home Phone
Attendance	This category is for alerts associated with attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	This category is only for emergencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fee Alerts	This category is for alerts regarding fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Information	These are alerts that are for general information and reminders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grade Alerts	This category is for alerts regarding grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch Balance	This category is for alerts concerning the student lunch account balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher Message	This category is for alerts directly from your teacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom of the form, there are two buttons: "Cancel" and "Save Changes". A red arrow points to the "Save Changes" button.

**Congratulations! Be sure to return to these screens if anything changes!**