

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

1. **Logging into you parent PowerSchool account with the credentials sent to you via email.** (page 1)
2. **Completing/Updating your SwiftK12 emergency and grade notification information** (pages 2-3)
3. **Completing your required Ecollect Health and Emergency Forms** (pages 4-7)

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 [swarner@ndsj.org](mailto:swarner@ndsj.org).

## Log into your Parent PowerSchool Account

1. Go to [www.ndsj.org/parents](http://www.ndsj.org/parents).
2. Use the **User Name** and **Temporary Password** you received in your parent email to log in.
3. The first time you log in, you will be require to change your password.
4. If you want to change your username or password, select **Account Preference** on the left side menu.

**Alerting**

SwiftReach  
SwiftK12

**Navigation**

- Grades and Attendance
- Missing Assignments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Score Reports
- Account Preferences**

### Account Preferences - Profile

Profile | Students

If you want to change the e-mail address, username or password associated with your Parent account, you may changes to your username or password. To change your name, please contact the school administrator.

First Name:	Minnie
Last Name:	Mouse
Account Email:	<input type="text" value="mmouse@disney.com"/>
Select Language	<input type="text" value="English"/>
Username:	MMouse
Current Password:	*****
New password must:	
	• Be at least 8 characters long
	• Not be a well known password

**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. If you do not see your student, email [swarner@ndsj.org](mailto:swarner@ndsj.org).

# Update Your Emergency Contacts in SwiftK12

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

The screenshot shows the PowerSchool SwiftReach/SwiftK12 interface. The user is logged in as 'Merry'. The main content area displays 'Grades and Attendance: Mouse, Merry'. There are tabs for 'Grades', 'Attendance', and 'Standards Grades'. The 'Attendance' tab is active, showing 'Attendance By Class' and 'Attendance By Day' tables. A red arrow points to the 'Grades and Attendance: Mouse, Merry' header.

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	

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 | EB=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

2. Click on Contact Information.

The screenshot shows the PowerSchool SwiftK12 interface. The user is logged in as 'Merry'. The main content area displays 'Contact Information'. There are tabs for 'Home', 'Contact Information', and 'Alert Preferences'. The 'Contact Information' tab is active, showing 'RSS Feed', 'Documents & Files', and 'Recent Alerts' sections. A red arrow points to the 'Contact Information' link in the top navigation bar.

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

The screenshot shows the PowerSchool SwiftK12 interface. The user is logged in as 'Merry'. The main content area displays 'Contact Information'. There are tabs for 'Home', 'Contact Information', and 'Alert Preferences'. The 'Contact Information' tab is active, showing 'Basic Information' form. A red arrow points to the 'Save Changes' button.

**Basic Information**

Contact 1 Day Phone: 4082941112  
Contact 1 Home Phone: 4089999999  
Contact 2 Day Phone: 4082221234  
Contact 2 Home Phone: 4082941112  
Guardian Email: mmouse@hotmail.com  
Home Phone: 4082941113

#### 4. Click on Alert Preferences.

The screenshot shows the PowerSchool interface for user 'Merry' at 'SwiftK12'. The top navigation bar includes 'Home', 'Contact Information', and 'Alert Preferences'. The 'Alert Preferences' link is highlighted with a red arrow. Below the navigation bar, there are sections for 'RSS Feed', 'Documents & Files', and 'Recent Alerts'. The 'Documents & Files' section shows a message: 'Looks like there are no documents or files currently available'. The 'Recent Alerts' section shows a message: 'Looks like there are no recent alerts.'

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

The 'Alert Preferences' page is divided into several sections, each with a header and a list of checkboxes for different alert types:

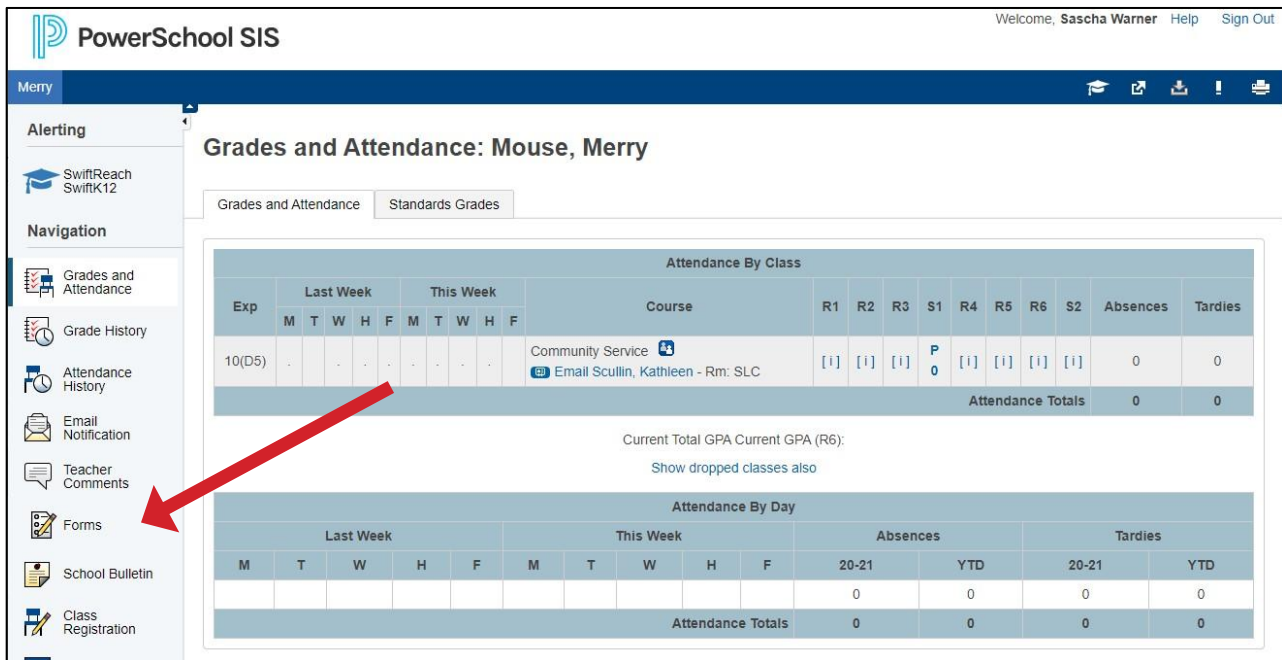
- Alert Preferences** (checked)
- Attendance**: This category is for alerts associated with attendance. Checkboxes are checked for Contact 1 Day Phone, Contact 1 Home Phone, Contact 2 Day Phone, Contact 2 Home Phone, Guardian Email, and Home Phone.
- Emergency**: This category is only for emergencies. Checkboxes are checked for Contact 1 Day Phone, Contact 1 Home Phone, Contact 2 Day Phone, Contact 2 Home Phone, Guardian Email, and Home Phone.
- Fee Alerts**: This category is for alerts regarding fees. Checkboxes are unchecked for Contact 1 Day Phone, Contact 1 Home Phone, Contact 2 Day Phone, Contact 2 Home Phone, Guardian Email, and Home Phone.
- General Information**: These are alerts that are for general information and reminders. Checkboxes are checked for Contact 1 Day Phone, Contact 1 Home Phone, Contact 2 Day Phone, Contact 2 Home Phone, Guardian Email, and Home Phone.
- Grade Alerts**: This category is for alerts regarding grades. Checkboxes are unchecked for Contact 1 Day Phone, Contact 1 Home Phone, Contact 2 Day Phone, Contact 2 Home Phone, Guardian Email, and Home Phone.
- Lunch Balance**: This category is for alerts concerning the student lunch account balance. Checkboxes are checked for Contact 1 Day Phone, Contact 1 Home Phone, Contact 2 Day Phone, Contact 2 Home Phone, Guardian Email, and Home Phone.
- Teacher Message**: This category is for alerts directly from your teacher. Checkboxes are checked for Contact 1 Day Phone, Contact 1 Home Phone, Contact 2 Day Phone, Contact 2 Home Phone, Guardian Email, and Home Phone.

At the bottom of the page, 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!**

# Activate & Complete Ecollect Health Information

## 1. Click on Forms.



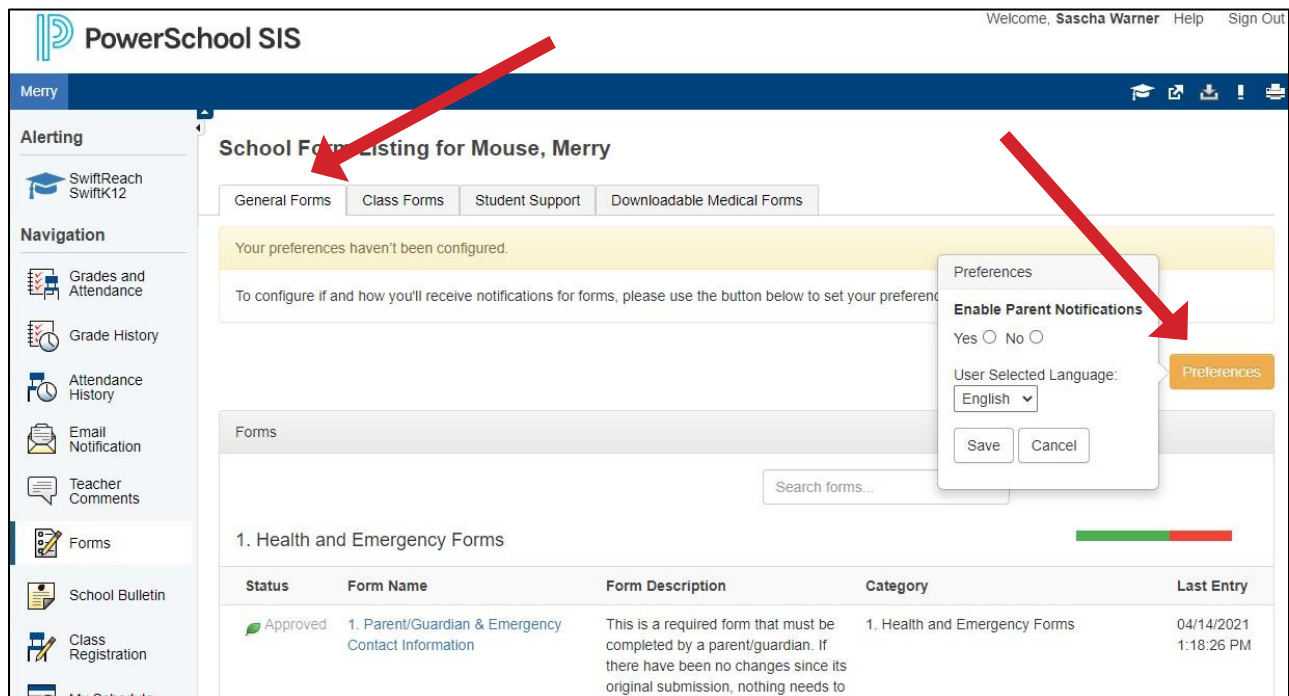
The screenshot shows the PowerSchool SIS interface for user Merry. The navigation sidebar on the left has the 'Forms' icon highlighted with a red arrow. The main content area displays 'Grades and Attendance: Mouse, Merry' with tabs for 'Grades and Attendance' and 'Standards Grades'. Below the tabs are two tables: 'Attendance By Class' and 'Attendance By Day'. The 'Attendance By Class' table shows data for 'Community Service' and 'Email Scullin, Kathleen - Rm: SLC'. The 'Attendance By Day' table shows weekly and yearly totals for absences and tardies.

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
10(D5)													P					0	0		
																		Attendance Totals		0	0

Last Week		This Week					Absences		Tardies						
M	T	W	H	F	M	T	W	H	F	20-21	YTD	20-21	YTD		
										0	0	0	0		
											Attendance Totals	0	0	0	0

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.

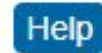


The screenshot shows the 'School Forms Listing for Mouse, Merry' page. The 'General Forms' tab is selected. A message states 'Your preferences haven't been configured.' A 'Preferences' dialog box is open, showing 'Enable Parent Notifications' with 'Yes' selected and 'User Selected Language' set to 'English'. A red arrow points to the 'Preferences' button in the top right corner of the page.

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



4. 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**.



5. 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.

**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			
<b>Icons</b>	- 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.**

**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

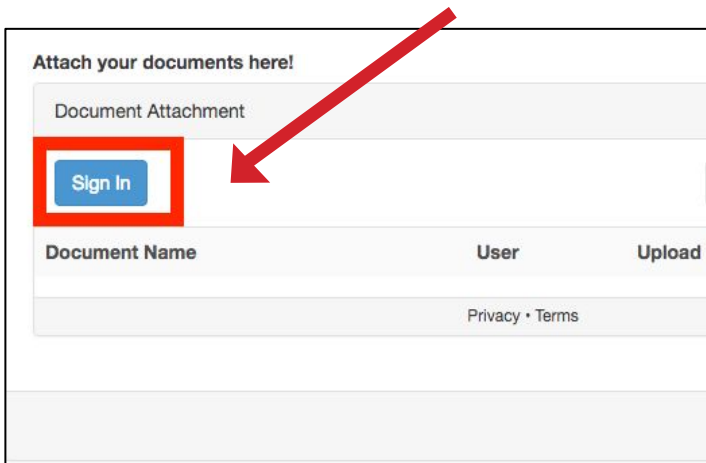
Sign Out

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

A red arrow points from the top right towards the Sign In button, which is enclosed in a red box.

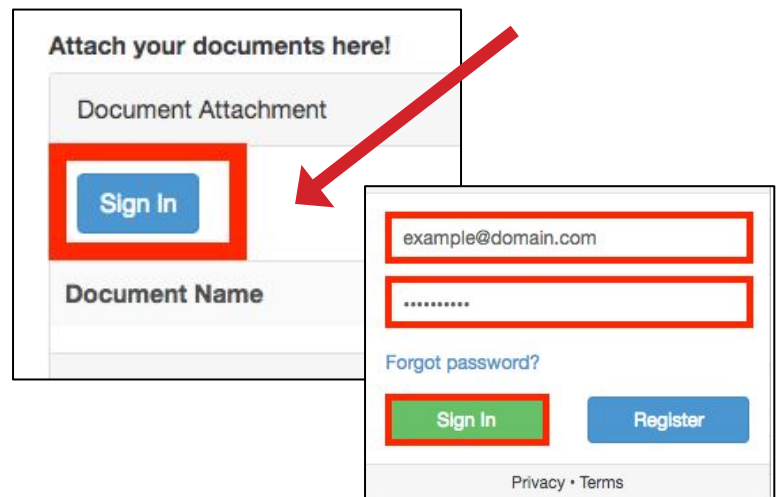
### Register/New Account

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.

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



Attach your documents here!

Document Attachment

**Sign In**

Document Name

example@domain.com

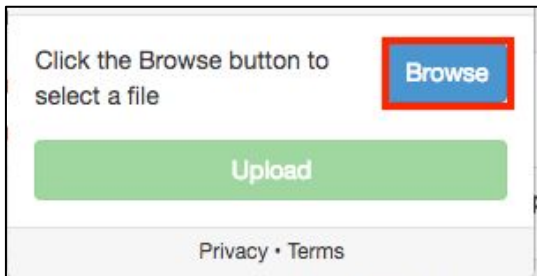
.....

Forgot password?

**Sign In**      Register

Privacy • Terms

A red arrow points from the top right towards the Sign In button in the first screenshot. In the second screenshot, the email and password input fields are highlighted with red boxes.



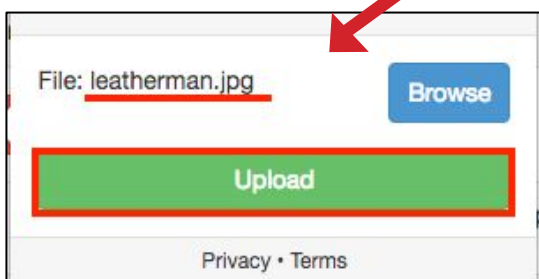
Click the Browse button to select a file

**Browse**

Upload

Privacy • Terms

The Browse button is highlighted with a red box.



File: leatherman.jpg      **Browse**

**Upload**

Privacy • Terms

The Upload button is highlighted with a red box. A red arrow points from the top right towards the Upload button.

### 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