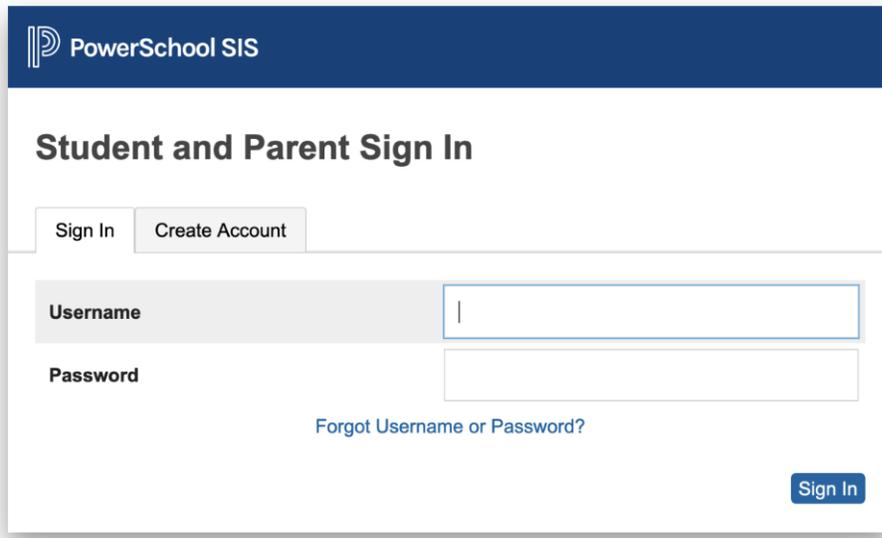


IF YOU HAVE A POWERSCHOOL ACCOUNT

1. Log into your account at the following link: <https://surrey.ps.state.nd.us/public/> or download powerschool app and when prompted, enter the code "BPBQ" and hit continue and then fill out the following:



The screenshot shows the PowerSchool SIS login interface. At the top, there is a dark blue header with the PowerSchool SIS logo and name. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". The login form consists of two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". A "Sign In" button is located at the bottom right of the form.

2. If you do not remember your login you can contact sheila.gerding@k12.nd.us and I can give you your login but cannot provide you with the password you created. I can reset your password and you will be able to login and change your password.

OR

If you know your login, just hit forgot "username and password" and it will help you set a new One.

3. Once logged in click on the student you need to give permission.
4. Look on left side for menu and scroll down to "forms" and click on "forms"
5. Permission slip will appear on right side. Click on form. Complete and submit form.

Summary

Form Responders must log into SIS to view forms and respond.

Audience

Parent Form Responders

Process

1. Log in to PowerSchool Parent Portal
 1. If you need to add a student or need the Access ID or Access Password for your student, please contact the school directly.
2. Select the correct student from the top ribbon of the screen.
 1. If you need to add the student to your PowerSchool Parent Portal account, follow the instructions in the Adding a Student to Your Parent Portal Account document (also attached at the bottom of this article).
3. Once you have the correct student selected back on the main screen of your Parent Portal account, you will access your form in one of two ways:
 1. Click the Forms icon on the left-hand nav.
 2. After clicking the icon, you will see a list of forms
 3. Begin your form.
4. If no forms are visible check the tabs at the top of the display (Enrollment, General, Classroom, Support) – the forms(s) may be on a different tab.