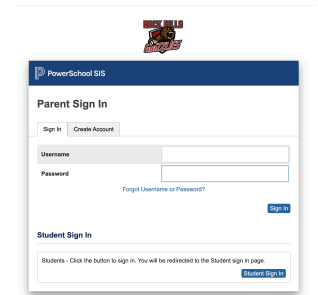
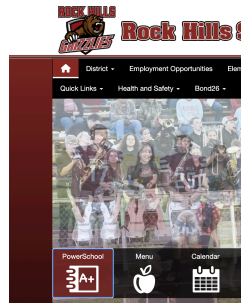


# Accessing and Submitting PowerSchool eCollect Forms

## Using a Web Browser

### Step 1: Log In to Parent Portal

1. Navigate to USD 107's district website ([www.usd107.org](http://www.usd107.org))
2. Select the PowerSchool link to access our **PowerSchool Parent Portal** login page.
3. Enter your **Username** and **Password** and click **Sign In**.
  - If you do not have a Parent Portal account or have lost your login credentials, please contact your school secretary for assistance.

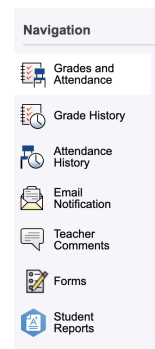


### Step 2: Select Your Student

1. If you have more than one child linked to your account, select the student whose forms you wish to complete.
2. Forms must be completed separately for each student.

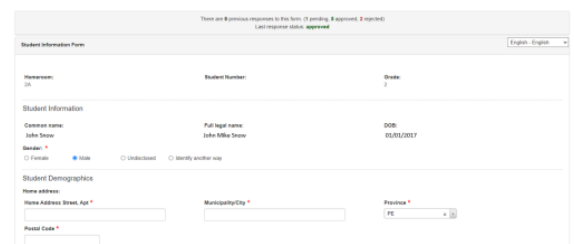
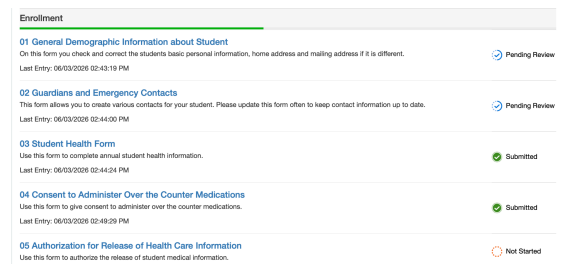
### Step 3: Open Forms

1. Click **Forms** in the left-hand navigation menu.
2. Click the title of the form you need to complete.



### Step 4: Complete and Submit

1. A form can have one of three statuses, which are shown in the **Status** column (approved, pending review, rejected response).
2. To open a specific form, click on the form name. Fields marked with a \* are required fields. They must be filled in for the form to be submitted.
3. Once you have completed the form, click the **"Submit"** button at the bottom of the page. Your form will be submitted and reloaded. If the form has been successfully submitted, a pop-up window will appear with a thank you message.
4. Repeat the completion and submission process for any additional forms.



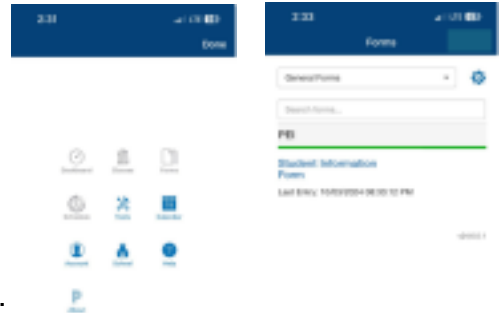
# Using the PowerSchool Mobile App



Before you begin, make sure you are using the most current version of the PowerSchool Mobile App.

## Step 1: Log In to the App

1. Open the **PowerSchool Mobile App**.
2. Enter your **District Code** (RDSZ) and tap **Submit**.
3. Enter your **Username** and **Password** and sign in.



## Step 2: Access Forms

1. From the Dashboard, tap **More**.
2. Tap **Forms**.
3. District forms will appear under the **General Forms** tab.

## Step 4: Complete and Submit

1. Tap the form title to open the form.
2. Complete all required fields.
3. Tap **Submit**.
4. Repeat these steps for any additional forms assigned to your student.

