

How to Attach a Document in PowerSchool Forms

Document Attachment is a secure way to include documents in your form. Only certain Southern Hancock staff can log on to view these documents. No forms are stored outside of our internal server.

1. Click on Sign In

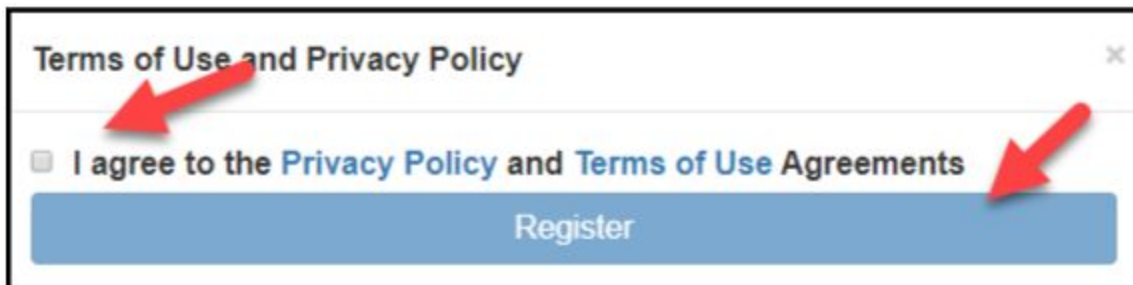


2. You only register your account once. If you get an error stating that an account already exists for your email address, click on Forgot Password. You will get an email to reset it. The just sign in using your email and your password.2.Select the email and password you want to use and then click on Register



The screenshot shows the 'Document Attachment' registration form. It has a title bar with 'Document Attachment' and a close button. Below the title bar are two input fields: the first contains the email 'ironman@gmail.com' and the second contains a masked password '.....'. Below the password field is a link for 'Forgot password?'. At the bottom, there are two buttons: a green 'Sign In' button and a blue 'Register' button. A red arrow points to the 'Register' button. At the very bottom, there are links for 'Privacy' and 'Terms'.

3. Accept the Terms of Use and Privacy Policy and click Register

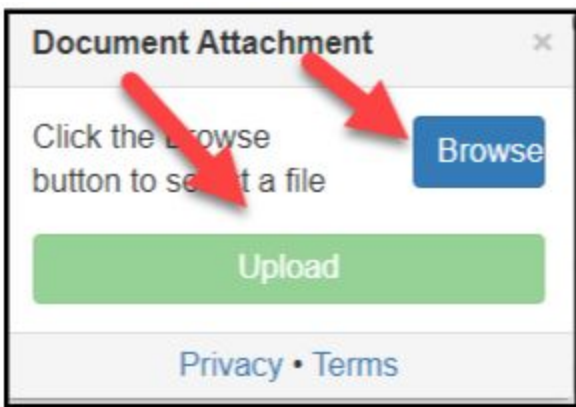


The screenshot shows the 'Terms of Use and Privacy Policy' dialog box. It has a title bar with 'Terms of Use and Privacy Policy' and a close button. Below the title bar is a checkbox labeled 'I agree to the Privacy Policy and Terms of Use Agreements'. A red arrow points to the checkbox. Below the checkbox is a large blue 'Register' button. Another red arrow points to the 'Register' button.

4. Click on Add Document. You can upload Pdfs or photos.



5. Browse for the file you wish to attach and click upload.



6. The upload is complete when you see the name of your document listed. You can also delete your document by clicking on the trash can. Once you are finished with the page, hit submit.

