



## PowerSchool Parent Accounts

To view student annual registration forms, class schedules, and access My School Bucks for student fee payments, you will need to activate your parent account in PowerSchool. This login site is different from the application site and will be how you access important student information including grades, teacher comments, attendance, and so much more going forward. You can also add a student to an existing parent PowerSchool account. If you already have an active parent PowerSchool account you will want to add the new student to that account so you can login once and see information about all of your student(s).

**IMSA Student Name:**

**IMSA Student ID number:**

**Your ACCESS ID:**

**Your ACCESS PASSWORD:**

### Steps for accessing PowerSchool

1. Visit <https://sis.imsa.edu/public/home.html> in a web browser.
2. In the Student and Parent Sign In page, **click the Create Account tab**, then **click the Create Account button**.
3. In the Create Parent Account page, enter your first name, last name, email address, desired username and your desired password TWICE into the corresponding fields. You will then enter the information required to LINK STUDENTS ACCOUNT. Using the information provided above, you must complete all four of these fields.
4. Click the **Enter** button at the bottom of the page.

**For full details or problem shooting steps for Powerschool, please visit**  
<http://staff.imsa.edu/its/ps-sso/how-to-register.html>

## Annual Student Registration Forms

**All Admitted & Waitpool students for the Class of 2027 must complete all required forms by Friday, May 31st Student registration forms must be completed each year enrolled at IMSA in May**

Waitpool students must complete the registration forms but should not submit any payments (orientation, student fees, etc.) until they are invited to attend IMSA. A late fee of \$50.00 will be charged for any late forms.

### Steps for completing your annual Registration Forms

1. After you've created your parent PowerSchool account, log into PowerSchool. *Reminder: You will be using your parent PowerSchool login information for the 3 years enrolled at IMSA.*
2. Click on FORMS in the left column
3. Complete and SUBMIT all forms listed. You must submit to complete your form. To move on to the next form, you will have to click on the Forms button on the left side of the screen to see all listed forms and their status. **(SUBMITTED=COMPLETE, EMPTY=INCOMPLETE)**

If you have any questions regarding the annual student registration forms, please contact Minerva Ratsamy in the Student Affairs Office at [mratsamy@imsa.edu](mailto:mratsamy@imsa.edu).

## Student Fee Payments

**National Programs Applications for fee reductions are due after being admitted  
Student Fee Payments and Fee Agreements for payment plans due by Aug 1, 2024**

All initial payments and full payments must be made online through the MySchoolBucks link in your PowerSchool parent/guardian account, upon receipt of the June invoice or by the payment deadline of August 1, 2024. Please note that this deadline only applies to admitted students. Waitpool students will not be invoiced a Student/Class fee until Admission is offered and then will need to make payment.

For more information, please refer to your Class Of 2027 Required Enrollment Information packet, visit [imsa.edu/fees](https://imsa.edu/fees), or contact the Office of Business and Financial Services (OBFS) at [busofc@imsa.edu](mailto:busofc@imsa.edu) or 630-907-5031.