

## How to Update Your Child's Registration and Information Online

Here is how you update your registration on line:

First, we need you to activate your parent account do you still have the letter mailed to you in July 2008?

If not contact the help desk at 858-748-0010 x 2854 for your user name and password

Once you have this information go to <http://onlinereg.powayusd.com/>

1. You will then click on the link titled "Account Activation". Type in your Parent Username and Password. Click login.
2. Then create for yourself a password of your choosing. Once you complete this step, scroll down, and answer the four challenge questions. Activating your account and answering these challenge questions will allow you to reset your own password in the event you ever forget your password.
3. **Important**, when you complete these steps you need to close the browser window by clicking on the X in the upper corner, this will close the window, and you will be back at our welcome page if you don't you will just loop back around to change password.
4. Now click on the link titled "Update Student Information". It is important you read each of the prompts and documents, which are linked on the Online Registration Site.
5. Enter your Parent Username as the Novel Username and your new Password in the Novel Password field. You will now go through a series of questions to update your student's information, as necessary (the students' guardians, and emergency contacts, etc.).
6. When complete, you will click the submit button and your information will be submitted to the school district.

If you have more than one student, you will need to follow the steps above for each student.