NORTH SANPETE SCHOOL DISTRICT
ONLINE REGISTRATION INSTRUCTIONS FOR NEW & RETURNING STUDENTS

To register your student for school, complete the following: (If you encounter problems, please contact your student’s school for help.)

**Step 1:** If your child was enrolled in North Sanpete School District through the end of 2022-2023 school year, please skip Steps 1 and 2 and go directly to Step 3.

If your child was not enrolled in North Sanpete School District through the end of 2022-2023 school year, please navigate to https://nssd-reg.phoenixlearning.com/preregister.html. This URL can also be found under the Parent Registration Tab on our district website (https://www.nsanpete.org/). Complete the pre-registration form and please be sure to upload required documents. Click on the ‘Submit Information’ tab at the bottom of the page.

**Step 2:** Wait for an instructional email from the school with information on how to access your PowerSchool Parent Account.

**Step 3:** Navigate to our PowerSchool Parent Sign-in website at https://ps.nsanpete.org and sign in to your account. If you do not have a PowerSchool account or need assistance accessing your account, please contact the school secretary or Amanda Morley at our district office at 435-462-2485.

**Step 4:** On the left menu click “Online Registration”.

![PowerSchool SIS Sign In](image-url)
Step 5: Click the ‘Registration’ icon under ‘Available Forms’. Verify and make changes to the student data in 2023-2024 Registration. Click ‘Save Form’ to move from page to page.

Step 6: After you complete the registration, you will receive a confirmation page. Click on the ‘Home’ button at the top of the page or select the tab at the bottom of the page ‘Click here to view the status of your forms’. This will allow you to access any additional students you may have.

Step 7: Upon completion of all of your students, please be sure to log off of this page and sign out of your parent PowerSchool account.