

Pecos Cyber Academy

Enrollment Guide

STEP 1

Submit an Application

1. Click on the Application
2. Create an Account
3. Add a Student: Save and Submit

NOTE: PowerSchool is space, case and character sensitive.
Be sure to write down your Username & Password.

STEP 2

Monitor your Email and Accept Seat Offer

1. Wait for Acceptance Email with Next Steps & Seat Offer within ONE Business Day
2. Click on the Link in the email to Accept Seat Offer

NOTE: Ensure you also monitor your Junk/Spam mail.
Ensure you Read All Emails

STEP 3

Upload Documents

1. Within ONE Business day of accepting your child's seat, you will receive the "Snapcode Hyperlink" in your email.
2. Click on the link, login to your account (the one created in Step 1), answer registration questions and Upload the Required Documents.

NOTE: If submitted documents do NOT meet State Compliance Criteria or PCA criteria, we will email you requesting additional documentation for your child to reach Enrolled Status.

STEP 4

Welcome Email

1. Allow the Enrollment Department time to review your submission.
2. You will receive a "Welcome to PCA" email within TWO Business Days.

STEP 5

Onboarding

1. Be sure to READ and refer to the "Welcome" Email for Next Steps per Grade Level Processes
2. Continue to monitor your email for Communications from SYS EDU about laptop shipment & for your PCA PowerSchool Parent Portal Access/Login.
3. The laptop will take 5-7 days to be delivered; your student may need to use a personal device till the laptop arrives.