

# Pecos Cyber Academy

## ENROLLMENT GUIDE

### STEP 1

#### Submit an Application

1. Click on the button “25-26 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 the Link in the email to Accept Seat Offer.

**NOTE:** Be advised to also be monitoring your Spam/Junk mail. Be sure to 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), complete and Upload Required Documents

### STEP 4

#### Welcome Email

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

**NOTE:** If documents submitted does NOT meet State Compliance & Criteria, we will email you requesting for additional documentation for your student to reach Enrolled Status.

### STEP 5

#### Orientation

1. Be sure to READ and refer to the Welcome email for next steps on Orientation as each building does everything differently.
2. Continue to monitor your email for Login Credentials from Pearson and for your PowerSchool Parent Login.
3. Be advised that the laptop takes up to TWO weeks to be delivered and your student may need to use a personal device in the meantime.