



Pecos Cyber Academy

# Help with PowerSchool Registration

**Logging into Registration, a snapcode will always be required when first logging in. However, if you have to finish registration, you can just log back in.**

## A Snapcode is Required to Continue

You will be provided your snapcode from PowerSchool

### Enter a Snapcode

To begin Registration, enter the 15-character snapcode provided by Pecos Cyber Academy.

Snapcode

Continue

[Snapcode Help](#)

### Already Entered a Snapcode?

If you have already started your student's Registration for this year, click the link below to sign in and continue your work.

[Continue Your Work](#)

**IMPORTANT:** Please always make note of your Username and Password. PowerSchool is case and space sensitive. **So, be sure you type everything carefully.**

# Once you have logged in to Registration, the Introduction is the first thing you will see. *Be sure to read the Introduction thoroughly.*

Below are the required tabs that will need to be filled out to complete registration.

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Be sure to scroll down for additional tabs to be filled out

## Introduction

be enrolled in kindergarten in the State of New Mexico, a child must be at least five years of age prior to 12:01 a.m., on the day of enrollment. All children enrolling must provide proof of age.

All children enrolling must provide proof of age.

All children enrolling must provide proof of age and provide proof of residency to be eligible for enrollment. Please provide ONE of the following proof of residency when enrolling:

- Utility Bill - water, electric, sewage, or gas bill dated within the last 60 days. The bill must also include the enrolling caretaker's name and service address.
- Mortgage or Lease statement - a mortgage statement, lease, or rental agreement dated within the last 60 days.
- Letter from a government agency

All New Mexico students must provide proof of immunization. Please provide ONE of the following proofs of immunizations:

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Use the "Next" to navigate between tabs.



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## New Student Information

### Place of Birth

Country of Birth

required

- Select -

City of Birth

required

**When going through registration, always make sure all \*REQUIRED\* fields are filled out when going through the tabs.**

### Ethnicity and Race Report

This form is to be filled out by the student's parents or guardians, and both questions MUST be answered. Part A asks about

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## Contact 1 Contact Information

Phone 1 Number required

XXX-XXX-XXXX

Phone 1 Type required

- Select -

Preferred phone number?

Yes

No

Phone 2 Number

XXX-XXX-XXXX

In the field where phone numbers are to be entered, they must be entered in this format: **XXX-XXX-XXXX**

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# Digital Resources



Registration 2022-2023

7. Will your student need a computer to use for schooling at PCA? required i

Yes

Confirm Mailing Address for shipping:

Address required

*Include apartment number, suite number, or lot number*

Apt / Unit / Ste

City required

State required

- Select -

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If your student needs a school issued laptop, be sure to mark yes, and enter in your address correctly.

Note: laptops come from UPS not USPS and cannot be delivered to a PO Box. A signature will be required upon delivery.

**IMPORTANT:** Students can use personal devices, but the school prefers school issued laptops especially for use during state testing. Students may need to use personal device in the interim till they receive school issued laptop.

# Agreements

Student

## Agreements

### Student Handbook

Please read the [Student Handbook](#).

I have read and agree to the terms of the policy. required

### Acceptable Use Policy Agreement

Please read the [Pecos Cyber Academy – Acceptable Use Policy \(AUP\) Agreement](#).

**USER AGREEMENT (TO BE SIGNED BY ALL ADULT USERS AND STUDENT USERS ABOVE GRADE 5)**

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic

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**Our Student Handbook must be read. Please be sure you read thoroughly and understand our school policy along with the other agreements.**

Summary



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Birth Certificate ⓘ

Your child's state issued birth certificate required

Upload...

Immunization Records ⓘ

Upload your child's most recent immunization records. required

Upload...

Proof of Residence ⓘ

Proof of address in the parent/guardian's name showing the current physical address required

*Utility Bill - water, electric, sewage, or gas bill dated within the last 60 days, Mortgage or Lease statement, etc.*

Upload...

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**These three documents are absolutely required and there is no getting around it. All other documents are *highly* recommended for submission and help us as a school.**



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Help

Please be sure you have reviewed all required fields and submissions prior to your electronic signature. When signing your document, be sure you do it in the correct format. “mm/dd/yyyy”

## Electronic Signature

The electronic signature, and all of its related fields, are required.

*I affirm that the information provided is true and correct. My signature below and its related fields are true and correct.*

### Parent/Guardian Signature

I Agree required

- Select -

Electronic Signature required  
*(type name of parent/guardian)*

Today's Date required  
*mm/dd/yyyy*

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# Summary

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**\*IMPORTANT:** If you have any errors in the Summary Checklist and you press submit; your student's registration will not populate on our end for review. You must have all green check marks in order to submit registration and for it to populate on our end for review. Registration will not populate on our end without all green check marks.

Be sure you click on the red error to take you to the error for correction!

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Submit

# Questions

For all other questions or concerns, please email us at [PCA\\_enrollment@pecosca.us](mailto:PCA_enrollment@pecosca.us) or call us at 505-886-3900 and select Enrollment.

