



Moorhead Area Public Schools is requesting your student registration information be completed online using InfoSnap.

It is important that the school district has up to date information for your student. InfoSnap allows you to provide the district with current student demographics including address and phone, emergency contacts, medical information, bussing information, field trip permission, and media releases. In addition to student demographics, MHS and Horizon students will sign up for all sports and activities through the InfoSnap registration process this year.

If you have submitted InfoSnap information in the past, you will verify and update that information. If you are new to the district or have not submitted InfoSnap information, you will have the opportunity to provide accurate information about your student. Moorhead Area Public Schools looks forward to your student's InfoSnap submission.

Moorhead Area Public Schools Registration Instructions

New to InfoSnap this year is PowerSchool parent/guardian portal integration. By logging in to the PowerSchool parent/guardian portal first, parents and guardians will not need to create a separate InfoSnap account. This simplifies the annual registration process for parents/guardians. All students associated to a PowerSchool parent/guardian account can be linked to share common demographic information, which will further streamline the annual registration process.

To use this new integration:

1. Log in to the PowerSchool parent/guardian portal at: pschool.moorheadschoools.org If you don't have an account click here: pschool.moorheadschoools.org/requestlogin
2. Click the link on the left-hand side labeled: "InfoSnap Registration" You will then be auto-logged into InfoSnap.
3. Review the "Introduction" page and click "**Next >**" to enter the form. The form will be pre-populated with information on file at *is*Customer:Name*is*. Add or modify incorrect information. Fields with a red asterisk are required. Click "**Next >**" to move from page to page.
4. Click "**Next >**" on the final form to the "**Review & Submit**" page. Review the information entered very carefully as this information will be downloaded into the school's database. To make a change, click on the red, underlined field. Click "**< Prev**" to return to the forms.
5. When you are satisfied with the information entered, click "**Submit**" in the navigation bar at the top right of the screen. On the "**Review & Submit**" page, you will be alerted to any required field that has not been answered. In order to submit your form, all required fields must be answered.
6. On the "**Submission Confirmation**" page you will have the opportunity to:
 - o print a copy of your information
 - o begin a *is*Action:Title*is* form for additional students in your family
 - o download forms that require doctors' signatures
 - o download eligibility brochures and district handbooks, policies and procedures

Note: You can return to the Submission Confirmation page any time after submitting the form.

If you have a question on how to complete an InfoSnap form, contact your school's main office. Phone numbers are located at the top of each InfoSnap page. InfoSnap does NOT answer questions about the information you are providing on the form. InfoSnap does not provide assistance logging in to PowerSchool, please contact your student's school directly.

If you encounter technical difficulties, contact the InfoSnap support line at **866-752-6850 -or- support@infosnap.com**. Moorhead Area Public Schools does NOT provide technical support for InfoSnap.