



## Appomattox County Public Schools – Online Enrollment

Please bookmark our new division website – <https://www.acpsweb.net>

Online enrollment for the upcoming school year is now available! This process replaces the paper forms updated at the beginning of each school year. You will use the PowerSchool Parent Portal website to access the InfoSnap Registration. \*\* This feature is not available from the PowerSchool mobile app.\*\*

Please complete your student’s registration online before Open House/Fee Day. This will allow you to spend more time with your student’s teachers and touring the school when you visit in August.

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### **How do I get started?**

Visit <https://www.acpsweb.net> and click on the Parent Portal icon in the gray icon bar. From the Parent Portal:

1. Login and Select the student you wish to register along the top
2. Select the Registration link on the left side
3. Agree to the terms and conditions
4. Click Begin Forms
5. Complete this process for each child in your Parent Portal

### **I can’t remember my login for the PowerSchool Parent Portal.**

If you aren’t able to retrieve your login credentials using the “Forgot Username or Password?” link on the Sign In page, please contact your school directly for assistance logging in to the Parent Portal.

### **Do I have to answer all the questions?**

Questions marked with a red asterisk (\*) are required.

### **What if I make a mistake?**

If you would like to make a change prior to submitting the form, you can either navigate back to the page using the “< Prev” and “Next >” buttons or if you are on the Review page click on the underlined field.

### **Can I pay fees online?**

Yes! You may pay all of your fees (except the 5<sup>th</sup> grade Recorder fee) online with a credit card. If you wish to bypass payment, select Check/Cash from the Fee payment window and continue submitting your form. Fees not collected online are due during our Open House/Fee Day. Contact the school for more details.

### **I’ve completed the form, now what?**

Once you have finished entering your information click “Submit.” This will send all of the information you’ve entered to the school. If you cannot click on this button you will need to make sure that you have answered all required questions.

### **What if I have more than one student in the district? Do I need to do this for each child?**

Yes, you will need to provide information that is specific to each child. We recommend that you complete and submit one form and then start another. This will allow you to “snap” (or share) selected family information, which saves you time. After completion of one student, go back to Parent Portal and select another student.

### **Help! I’m on the infosnap form and I’m having technical difficulties.**

For technical support, visit [infosnap.zendesk.com](https://infosnap.zendesk.com) or click “Contact Us” from any InfoSnap page.

### **Do you need to register a new student?**

Open registration dates: June 4-July 27 (9am-3pm) at the School Board Office, 316 Court Street in Appomattox Starting July 29, new student registration moves back out to the schools.