

# Accessing E-Collect Online Forms

**Beginning with the 2019-20 school year, Colchester Public Schools will be using online forms through the PowerSchool Parent Portal to update student information.**

In order to access the online forms, you will need a PowerSchool Parent Account with all your students added to it. If you need assistance with creating a PowerSchool Account, please reference the PowerSchool Parent Guide under General Information on The Colchester Public Schools Web Page.

The Parent Portal Link is: <https://colchester.powerschool.com/public/>

The screenshot shows the PowerSchool login interface. At the top, it says "PowerSchool" and "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these is a "Select Language" dropdown menu set to "English". There are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right. At the very bottom, there is a copyright notice: "Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

Once you have successfully logged into PowerSchool, select a student from the banner at the top of the page. On the left side menu, you will choose **Ecollect Forms**. Please note that you can only view and update the set of forms under one student at a time. If you have more than one student in the district, you will have to go to each student tab to view and submit their forms.

The screenshot shows the PowerSchool Parent Portal interface. At the top, it says "Student Forms" and "Ecollect". Below this, there is a banner for a student: "Brown, Charlie Lee", "Grade: 0", "DOB: 01/01/2014", "ID #: 2018000001", "State ID:", "School: ENR". Below the banner, there is a message: "Your Ecollect preferences haven't been configured. To configure if and how you'll receive notifications for Ecollect forms, please use the button below to set your preferences." There is an "Ecollect Preferences" button. Below this, there is a section for "Ecollect Forms" with a search bar. A table lists the available forms for the student:

Status	Form Name	Form Description	Category	Last Entry
Submitted	[Colchester] A - Student Information Form	Enrollment Forms	Colchester	2019-03-01 07:05:54.0
Approved	[Colchester] B - Health Information	Enrollment Forms	Colchester	2019-03-01 07:08:02.0
Submitted	[Colchester] C - Emergency Contacts	Enrollment Forms	Colchester	2019-03-05 13:48:33.0
Submitted	[Colchester] CPS Parent & Student Handbook Acknowledgement	Enrollment Forms	Colchester	2019-03-05 11:27:17.0

A red horizontal line is drawn across the table, indicating that all forms are complete. A black arrow points from the "Ecollect Forms" section header to the "Ecollect Forms" button in the left sidebar.

You will see a list of Ecollect forms that are available for you to complete. The red indicator line will let you know when the forms are complete. Some of the forms can only be submitted once a year. Please check the parent portal regular as we are planning many new enhancements for the coming school year.