

Infosnap / ParentPortal Access Instructions

How do I access the Parent Portal?

Visit <https://powerschool.suffield.org/> and sign in to your PowerSchool Parent Portal Account.

If you have not created your account, click “Create an Account” and follow the on screen instructions.

You will need an AccessID and AccessPassword to create your account:

To access the *infosnap* module from the Parent Portal:

- * Select the student you wish to register along the top
- * Click the white arrow (shown in display below)

Click this arrow, and then click on “*infosnap* Student Information Collection”



- * Select the “*infosnap* Student Information Collection”
- * Agree to the terms and conditions
- * Click Begin Forms

I can't remember my login for the PowerSchool Parent Portal.

Go to the above PowerSchool Parent Portal link and click “Having trouble signing in” link.

Do I have to answer all the questions within infosnap?

Questions marked with a red asterisk (*) are required and will not let you move on until the field is filled out.

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. If you have already submitted the form, then you will need to contact your student's school, so they can make the changes for you.

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, because you'll need to provide information that is specific for 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.

I'm not sure how to answer a question. I don't know what the question is asking.

You can contact Mikki Randall at 860-668-3836 by phone or email mrandall@suffield.org to ask any general questions about the form.

Help! I'm on the infosnap form and I'm having technical difficulties.

Use the “Contact Us” link at the bottom of the infosnap page to find appropriate contact information for your technical issue.