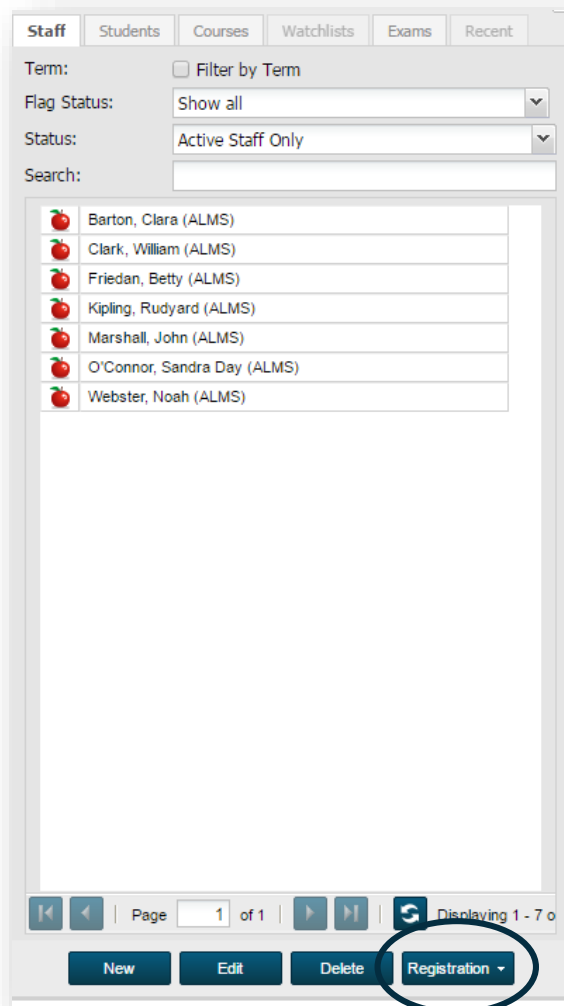


## Sending Registration Emails

\* **Note:** The ability to send registration emails is limited to staff whose accounts have been granted the necessary permissions. Users must have the **“Classroom Manager Edit”** permission added to his or her account to be granted the necessary access.

To create claim tickets and send emails to all unclaimed registrations, please follow the steps outlined below.

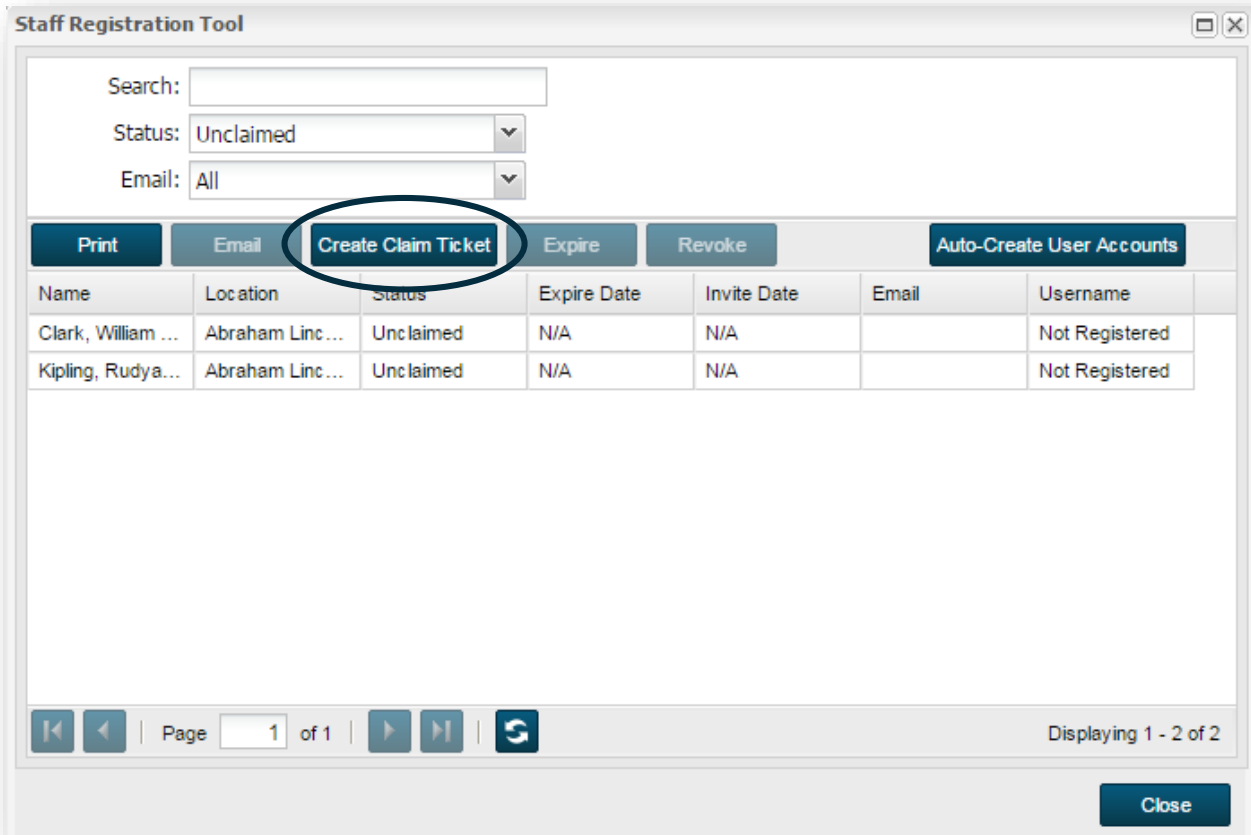
1. Select **“Classroom Manager”** from the PowerSchool Assessment & Analytics dashboard.
2. Click the **“Registration”** button located at the bottom of the left side of the screen.



3. The “**Staff Registration Tool**” window will open. By default, the list of unclaimed registrations will appear.

To generate claim tickets for all unclaimed user accounts, click the first name in the list, hold the “Shift” key on the keyboard, then scroll to the bottom of the page and click the last name on the list.

4. Click the “**Create Claim Ticket**” button.



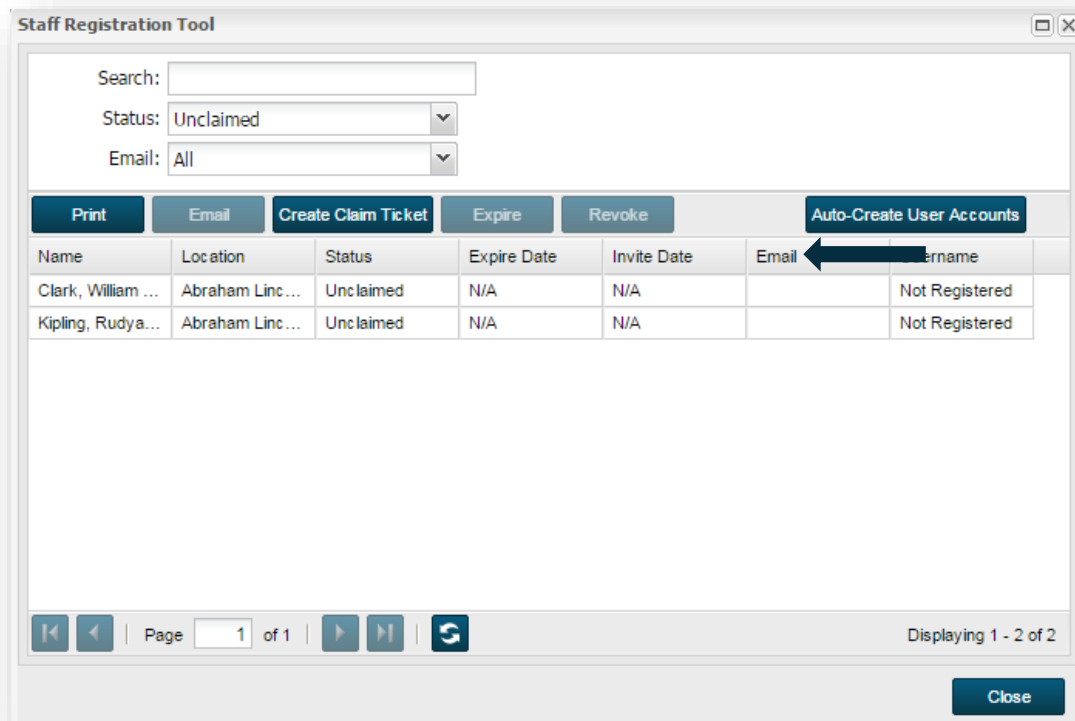
The screenshot shows the 'Staff Registration Tool' window. At the top, there is a search bar and two dropdown menus for 'Status' (set to 'Unclaimed') and 'Email' (set to 'All'). Below these are several buttons: 'Print', 'Email', 'Create Claim Ticket' (circled in red), 'Expire', 'Revoke', and 'Auto-Create User Accounts'. A table displays the following data:

Name	Location	Status	Expire Date	Invite Date	Email	Username
Clark, William ...	Abraham Linc...	Unclaimed	N/A	N/A		Not Registered
Kipling, Rudy...	Abraham Linc...	Unclaimed	N/A	N/A		Not Registered

At the bottom, there are navigation controls including 'Page 1 of 1', 'Displaying 1 - 2 of 2', and a 'Close' button.

Each staff member whose account includes an email address will receive a registration email from [aa-no-reply@powerschool.com](mailto:aa-no-reply@powerschool.com). The registration email will contain a link for the user to click which will prompt him or her to create their Assessment & Analytics password and access their district site.

- In some instances, staff members will not have an email address attached to their account. Click the sorting arrow in the “**Email**” column to filter user accounts and identify those missing an email address.



\* **Note:** Users who do not have an email address associated with their account will not receive a registration email until an email address has been added.

To add an email address to an account:

- Double-click within the “**Email**” column.
- A blinking cursor will appear. Enter the staff member’s email address.
- Once email addresses have been added, the staff members’ names may be selected as described above and claim tickets may be sent for those accounts.

Staff Registration Tool

Search:

Status: Unclaimed

Email: All

Print Email Create Claim Ticket Expire Revoke **Auto Create User Accounts**

Name	Location	Status	Expire Date	Invite Date	Email	Username
Clark, William ...	Abraham Linc...	Unclaimed	N/A	N/A	<input type="text"/>	Not Registered
Kipling, Rudy...	Abraham Linc...	Unclaimed	N/A	N/A		Not Registered

Page 1 of 1 | Displaying 1 - 2 of 2

Close