

# HELP KEEP OUR SYSTEM UP TO DATE WITH YOUR DATA



Login to PowerTeacher <http://ponca.powerschool.com/teachers> or access it from the school website. User name is your fistname.lastname (kristie.hayes) and passwords are available from Mrs. Hayes). All employees will have a login even though they do not have classes. On this site you will have access to the school's student directory. Click on [All School Student Directory](#) to view student listed alphabetically to show grade, parents, mailing address and home phone#.

## **Filling out forms to keep our system up to date with your system**



You can update your personal demographic information, including emergency contact information for the office through PowerTeacher (no more paper/pencil forms!)

On the start page click on Personalize. Click on link [Update Information](#) to complete Demographic/Emergency contact Info update.

Fill out all information – be sure to submit when completed.