



Accessing your SNAP Health Parent Portal account:

Option 1: Login to your Powerschool Parent Portal and then click on the  icon in the upper right hand corner of the screen. Choose **SNAP Health Center** from the drop down menu.

Troubleshooting:

- a. If you are unable to login to SNAP via the powerschool parent portal:
-the email address listed last year on your child's registration page does not match the email address that you are using for your Powerschool Parent Portal. In this case, go to the email account that you provided last year for your child and you will find the invitation email from SNAP. (Be sure to check your spam.) Follow the directions in the SNAP email to login.
- b. If you have multiple children and not all of them are showing in the **Select Child** menu of SNAP:
-the email address provided last year for your "missing" child probably does not match the email account that you are using for the Powerschool Parent Portal. In this case, go to the email account that you provided last year for your child and you will find an invitation email from SNAP. (Be sure to check your spam.) Follow the directions in the SNAP email to login.

Option 2: Go to the email account that you provided last year to the school for your child to find an "invitation" email from the SNAP Health Parent Portal. Be sure to check your spam if you do not find it. Follow the link (www.studentehr.com) and type in the username (which should be the email address that you provided the school last year for your child) and the SNAP provided temporary password to access your account.

Option 3: Use **only** if unable to login: If an email address was not provided for your child last year, or if for some reason you cannot login, you will need to complete the 2 paper forms that were previously used for registration. (Emergency Medical Authorization Permit and Permission for OTC Medication)

2017-18 Registration Instructions for the SNAP Health Parent Portal

Once logged into SNAP, the "dashboard" will be visible. It is here that you will find quick links to the necessary updates needed to complete MCSC Registration. These updates can also be accessed via the tabs along the left side of the screen. Please complete each of the following updates for **each child** attending MC:

1. Update **Contacts**- you will not need to do this, you will complete this task in the Powerschool Parent Portal. Powerschool will automatically sync with SNAP within a couple of hours.
2. Update your **Student's Health Conditions including allergies and activity/dietary restrictions**. (Please be aware that activity and dietary restrictions both require a new doctor's order at the beginning of each school year.) These will need updated for each child, just as the paper forms were required for each child in the past.
3. **2 Documents Require a parent/guardian signature:**
You will have 2 documents that require an electronic signature. These can be found in the **Documents Tab**. Please view and read each of the following documents then click the appropriate boxes to electronically sign the document. These will need electronically signed for each child, just as the paper forms were required for each child in the past.
 1. Emergency Medical Authorization Permit(document titled: *Treat & Transfer Perm*)- This permit replaces the health conditions & authorization to treat/transfer paper that we previously used for registration.
 2. Over the Counter Medication Parent Permission Form(document titled: *OTC Med Parent Perm*)- This replaces the permission form that was found on the back of the health conditions page, which allows the school to provide OTC meds such as Tylenol to your child while at school.

To Complete Registration on Another Child

Use the **Select Child** menu in the upper left hand corner of SNAP to switch to another child.

- If a child is missing from your account, you can access that child by looking for the SNAP invitation email which contains your username and password for this child. This will be found in the email account that you provided the school for that child last year during registration. (Be sure to check your spam, if missing)

**In order to access SNAP for all of your children from the Powerschool Parent Portal icon, make sure all of the email addresses provided match the email you provided for the Powerschool Parent Portal. Then send a message to the school nurse asking for the new email address to be added to the SNAP account for that child or children.