



PowerSchool Nurse Documentation

Login to PowerSchool

1. Login to the following website: <https://powerschool.cmcss.net/admin/>
2. Type in your login (5-digit Munis ID number)
Type in a semicolon
Type in your password (FIRST_INIT, LAST_INIT, Last 4 of SSN)
Ex. Type in "99999;AB1234"

Search Methods

1. Search Students Box – only searches by Last Name
2. Browse Students by:
 - Alphabetical by Last Name
 - Grade
 - Gender
 - All – list of all students

Emergency/Medical

1. Select a Student
2. On the left-hand side under Information, click "Emergency/Medical"
3. Enter all information from the green card into the spaces provided

Note: Entering information into "Medical Alert Text" will cause an icon to display to all users who access this student's record. Add an "Alert Expires" date to end the medical alert on a specific date.

Add a Log Entry

1. Select a Student
2. On the left-hand side under Administration, click "Log Entries"
3. Click the "New" button to add a log entry
4. Date & Time and Author will default to the current date and time and the user who is logged in
5. Select "Health" as the Log Type
6. Select the "Subtype"
7. Enter the "Title" and "Log Entry Text"
8. Click "Submit"

View Log Entries

1. Select a Student
2. On the left-hand side under Administration, click “Log Entries”
3. Click the “date” beside an entry to view more information
4. Click “Log Entries” on the left-hand side under Administration to return to the log entry list

Edit Log Entries

1. Select a Student
2. On the left-hand side under Administration, click “Log Entries”
3. Click the “date” beside an entry to view more information
4. Modify the entry
5. Click “Submit” to save the changes

Search Log Entries

1. From the PowerSchool Start Page under Functions on the left-hand side, click “Special Functions”
2. Click “Search Log Entries”
3. Choose “Health” as the Log Type
4. Enter or select any other information you may require
5. Click “Submit”. The Log Entry Functions page will display
6. Click “List Log Entries” to display the log entries on the screen
7. Click “Print A Report” to print a report as a pdf
8. Click “Quick Export” to export the file as text