

How to upload **Paper** and **Electronic Documents** to the **RCA Online Registration System**

How to **Upload PAPER** Documents to the RCA Online Registration system (PowerSchool enrollment)

- 1) Using your smartphone or tablet, click on the [snapcode link](#) contained in the e-mail sent by RCA.
- 2) Incoming student, Create an account. Existing Students, Log into PowerSchool Portal
- 3) Navigate to the documents page.
- 4) Under each category, click upload
- 5) Click choose file
- 6) Click take photo, Camera or files
- 7) Take a picture of the document. Be sure the picture is clear and the entire document page shows in the photo. Click use photo.
- 8) Click the upload button.
- 9) Repeat for each required document

How to upload **Electronic Documents** to the **RCA Online Registration System (PowerSchool enrollment.**

- 1) Using a computer, Smartphone or tablet, click the [snapcode link](#) contained in the e-mail sent by RCA.
- 2) Incoming Student, Create an account. Existing students, Log in the Parent Portal using the SSO code
- 3) Navigate to Documents on the left side of the page.
- 4) Under each category, select upload.
- 5) Click "Choose File"
- 6) Navigate to your saved electronic file (*DOC, DOCX, PDF, TXT, RTF, XLS, XLSX, BMP, GIF, JPG, JPEG, PNG*)
- 7) Click the upload button.
- 8) Repeat for each required document

If you are having trouble uploading documents using a computer, tablet or smartphone, please contact PowerSchool enrollment for help @ <https://help.powerschool.com/t5/support-case-chat/ct-p/supportcasechat>.

Or Enrollment@rcacs.org or call 516-867-6202 Ext 8204