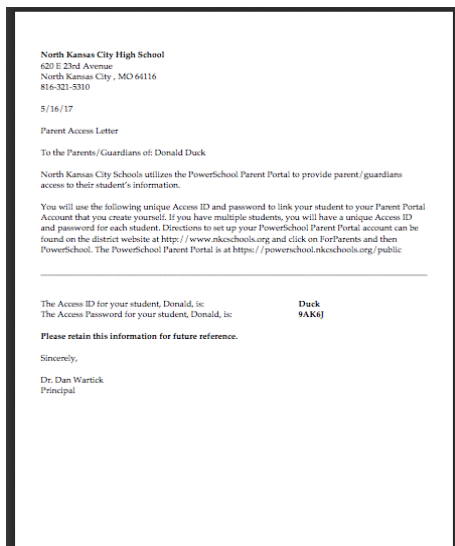


PowerSchool Parent Portal Directions for Families

STEP ONE: Access Keys Assigned by Building:

- Obtain the Parent Access Letter with **Access ID** and **Access Password** for each of your students from the building your child attends.

Here's a sample of a Parent Access Letter – Your school provides this for you:



STEP TWO: Use Access Keys Assigned by Building to Create Your Parent Portal Account:

1) Collect the Access ID and Password for each of your students.

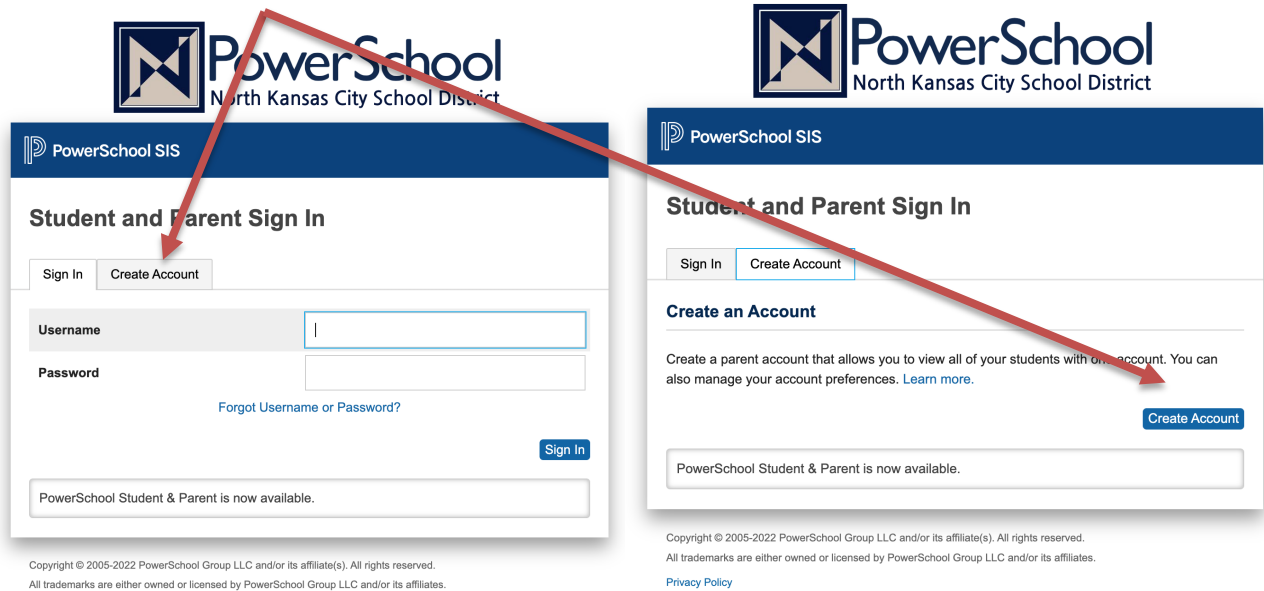
- If you had access to PowerSchool at North Kansas City Schools in the past, you can use the same Access ID and Access Password you used earlier. **Please note – You won't be able to use these IDs on the main PowerSchool login screen. You will use these only after you have created the account in the portal.**
- You can also add additional students by obtaining a Parent Access Letter from their school, logging into the Portal and clicking on Account Preferences.
- If you don't have this information, contact your school and ask them to print a **Parent Access Letter** for your student in PowerSchool. They can provide this information to you by:
 - Email – The school can send a PDF copy of the letter to your email address on record at the school.
 - Mail – The school can mail a paper copy of the letter to your address on record at the school.
 - In person – The school can give you a paper copy in person. You must provide a picture ID in order for the school to release this information.

2) From your Web browser, go to

<https://powerschool.nkcschools.org/public>

This will take you to the PowerSchool sign in screen.

3) Click on the **Create Account** button or if you already have a current student enrolled in NKC Schools choose Sign in. (go to step 6 if you already have an account)



4) Create your account.

- Enter your **first name**.
- Enter your **last name**.
- Enter your **email address**.
- Re-enter your **email address**.
- Enter a **user name** of your choice. This cannot be the user name on the Parent Access Letter. **Remember, this is case sensitive!**
- Enter a **password** of your choice. Make it 8 characters or more. **Remember, this is case sensitive!**
- **Re-enter the password**

The image shows a screenshot of the 'Create Parent Account' page in the PowerSchool SIS interface. The page has a blue header with the PowerSchool logo and 'North Kansas City School District'. Below the header is a 'Create Parent Account' section with a 'Parent Account Details' sub-section. The form contains the following fields: 'First Name' (Daisy), 'Last Name' (Duck), 'Email' (DDuck@yahoo.com), 'Re-enter Email' (DDuck@yahoo.com), 'Desired Username' (DDuck), 'Password' (masked with dots, with a green 'Strongest' indicator), and 'Re-enter Password' (masked with dots). At the bottom, there is a note: 'Password must: *Be at least 8 characters long'.

- 5) For each of your students, enter their access information. Refer to the information gathered in Step 1. You can link up to 5 children.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

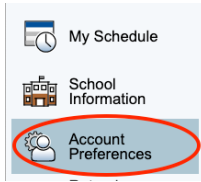
1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

- Enter the Student's Name
 - Enter your Student's Access ID. If you had access in PowerSchool in previous years, use that ID here. Your school can also print your Parent Access Letter, which contains this information. Please note: **This is case sensitive!!**
 - Enter your student's **PowerSchool Access password**. If you had access to PowerSchool in previous years, use that password here. Your school can also print your Parent Access Letter, which contains this information. Please note: **This is case sensitive!!**
 - Enter the student's relationship to you.
 - Hit Enter
 - You should receive a confirmation screen. This will be your permanent PowerSchool login account for your Parent Portal.
 - You are now ready to login into the Parent Portal.
- 6) Make sure you are still at this link <https://powerschool.nkcschools.org/public> Enter the username and password that you created in Step 4 and then choose Sign In.
- 7) Once logged in, you will see tabs for each of your students at the top (if you added more than 1 student).

8) If you need to add another student to your existing Parent Portal.

1) Navigate to Account Preferences



2) In Account Preferences click on the Students tab

Account Preferences - Profile



3) Look for heading of “My Students” you will see the other students that are on your account. Click the Add button to the right to add your new student.



4) Fill in all the information from your Parent Access Letter that was provided from your student’s school.

A screenshot of the 'Add Student' form. The form title is 'Add Student' with a close button. Below it is a section titled 'Student Access Information' containing four fields: 'Student Name' (text input), 'Access ID' (text input), 'Access Password' (text input), and 'Relationship' (dropdown menu with '-- Choose' selected). At the bottom of the form are 'Cancel' and 'OK' buttons.

5) Once you click OK you will see your student’s name across the top of the page with your other students.