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 on the main PowerSchool login screen. You will use these only to associate yourself with your student as part of the new account you are creating.

- If you don’t have this information, contact your school and ask them 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.

4) Create your account.

- Enter your **first name**.
- Enter your **last name**.
- 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 **six or more characters long**. The colored bar will tell you how strong your password is. Your target should be “Strong” or better. **Remember, this is case sensitive!**
- For each of your students, enter their access information. Refer to the information you gathered in step 1.
5) Upon successful entry, you will see a confirmation screen. From here, enter your user name and password you chose above in step 4. This will be your permanent PowerSchool login account.

6) Once logged in, you’ll now see tabs for each of your students.