

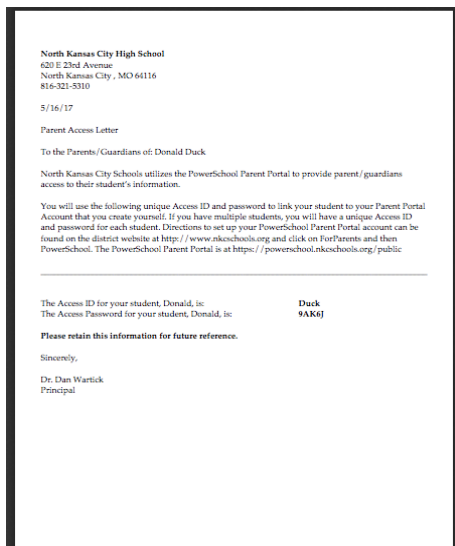
# PowerSchool Parent Portal Directions for Families

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## 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.

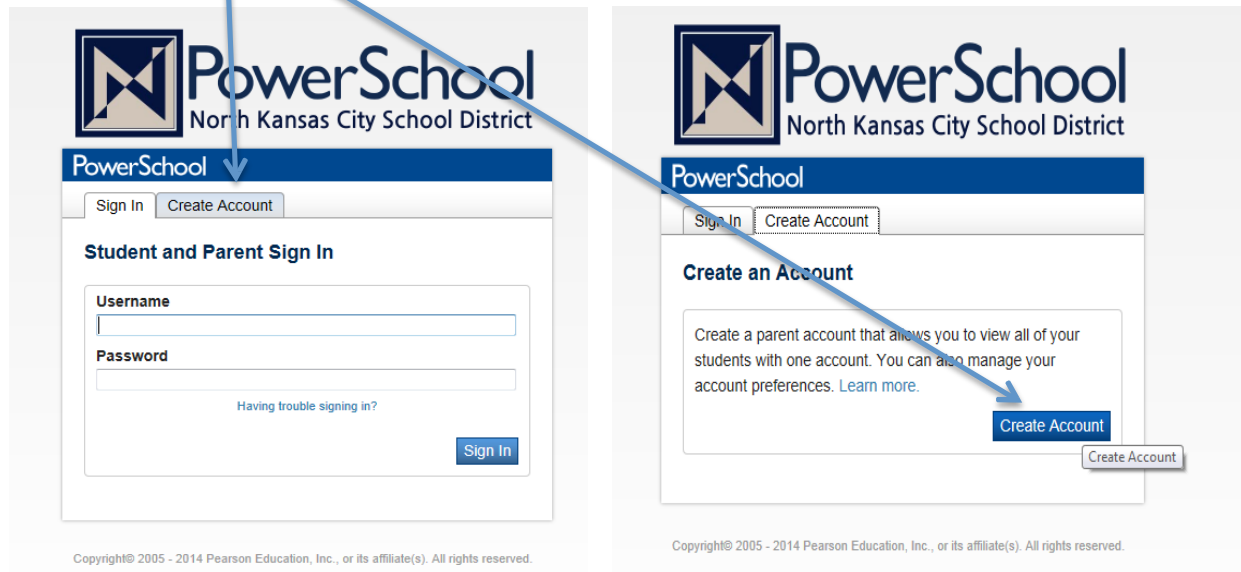
- If you had access to PowerSchool at North Kansas City Schools in the past, you can use the same Access ID and Access Password you used earlier. **Please note – You won't be able to use these on the main PowerSchool login screen. You will use these only to associate yourself with your student as part 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>

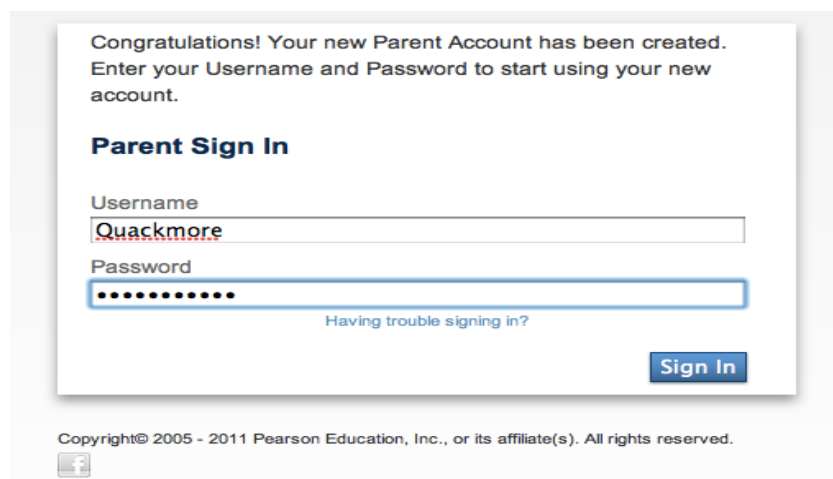
This will take you to the PowerSchool sign in screen.

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.



**Create Parent Account**

First Name: Daisy  
 Last Name: Duck  
 Email: DDuck@yahoo.com  
 Desired Username: DDuck  
 Password: [masked] **strong**  
 Re-enter Password: [masked]

Password must:  
 -Be at least 6 characters long

**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	Donald	Access ID	Duck2	Access Password	[masked]	Relationship	Son
2	Student Name		Access ID		Access Password		Relationship	-- Choose

Enter

Enter your student's first name.

Enter your student's **PowerSchool Access ID**. If you had access to 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 your student's relationship to you

Hit Enter

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.