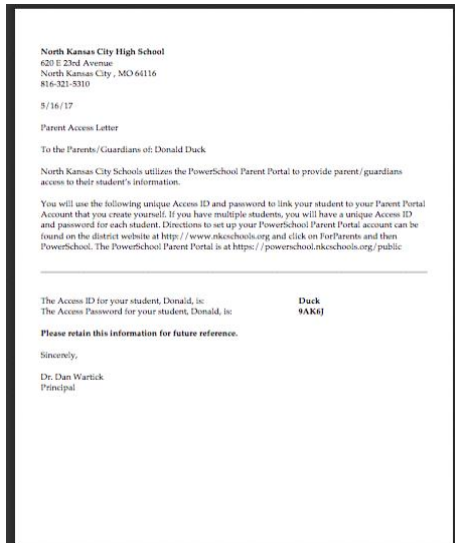# PowerSchool Parent Portal Directions for Families

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
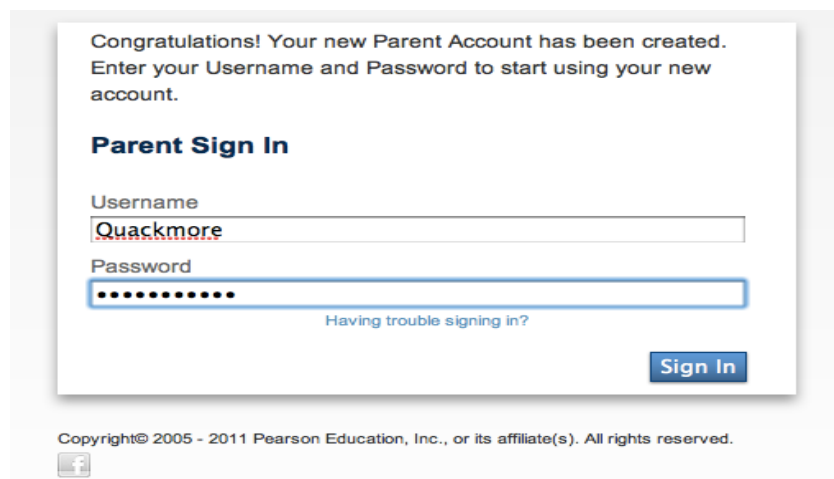
https://powerschool.nkcschools.org/public

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)
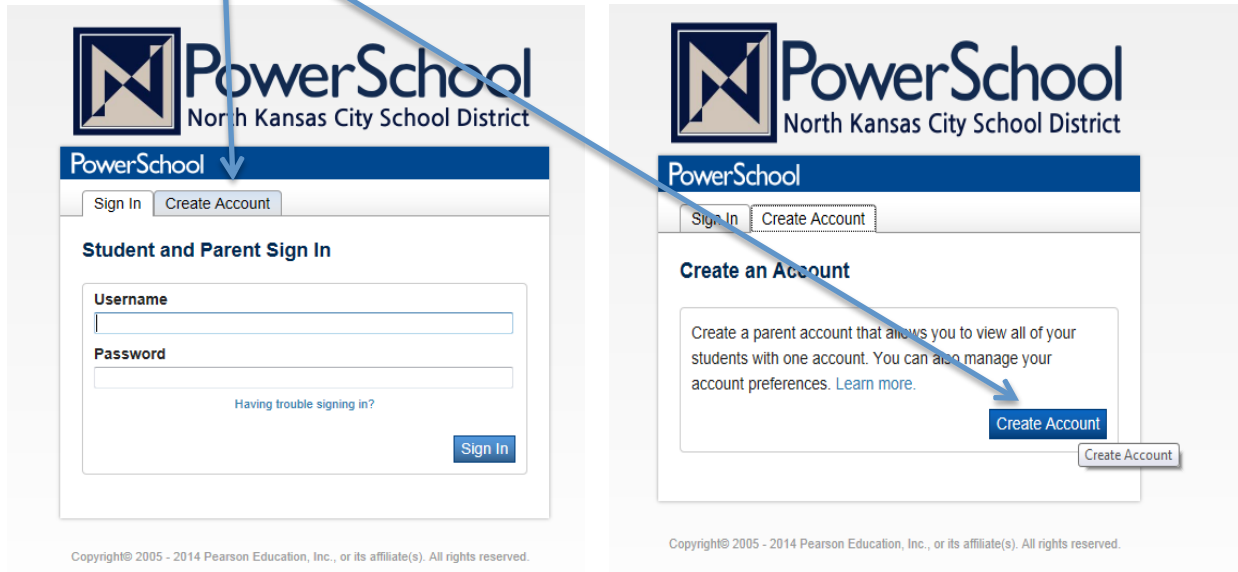
4) Create your account.

- Enter your **first name**.
- Enter your **last name**.
- Enter your **email address**.
- 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**. **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	••••••••••••••	Strong
Re-enter Password	••••••••••••••

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	••••••
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. To add another student to your existing Parent Portal.

My Schedule
School Information
Account Preferences

1. Navigate to Account Preferences

Account Preferences - Profile
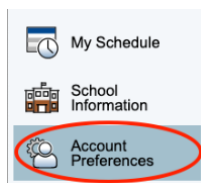
Profile Students

2. In Account Preferences click the Students tab

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.

Account Preferences - Students

Profile Students

Add

My Students

To add a student to your Parent account, click the ADD button.
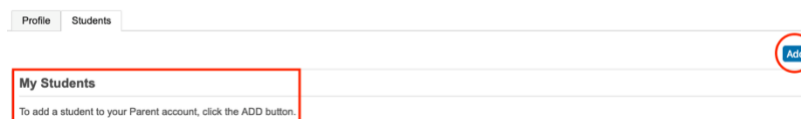
4. Fill in all of the information from your Parent Access Letter that was provided from your student's school.

Add Student

Student Access Information

Field	
Student Name	
Access ID	
Access Password	
Relationship	-- Choose

Cancel OK

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