

Kent City PowerSchool Parent Account Instructions from a computer or school kiosk

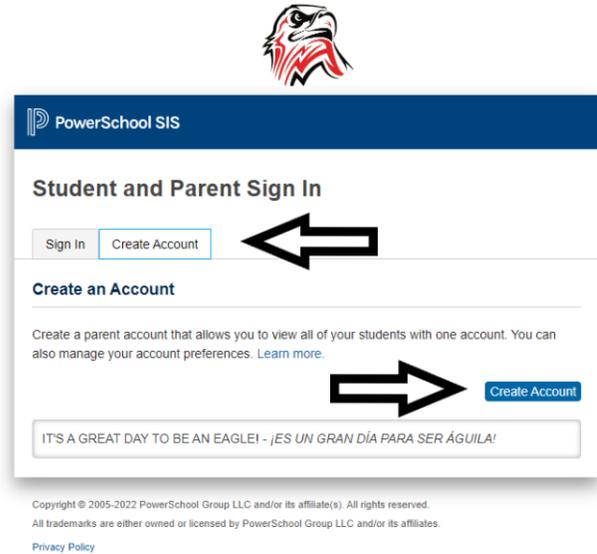
****If you have an existing account from a prior school year or because you have older students at KCCS, please use the Sign In tab and skip to page 4.**

Create a new PowerSchool Parent Account

If you have never created a PowerSchool Parent Account for Kent City before, please go to:
<https://ps.kentcityschools.org/public/>
Click the Create Account tab, then the Create Account blue button.

NOTE: You cannot create an account on a mobile device. But it is recommended that you download the PowerSchool phone app to login into after you've created your account via a computer.

District Code: DWJB

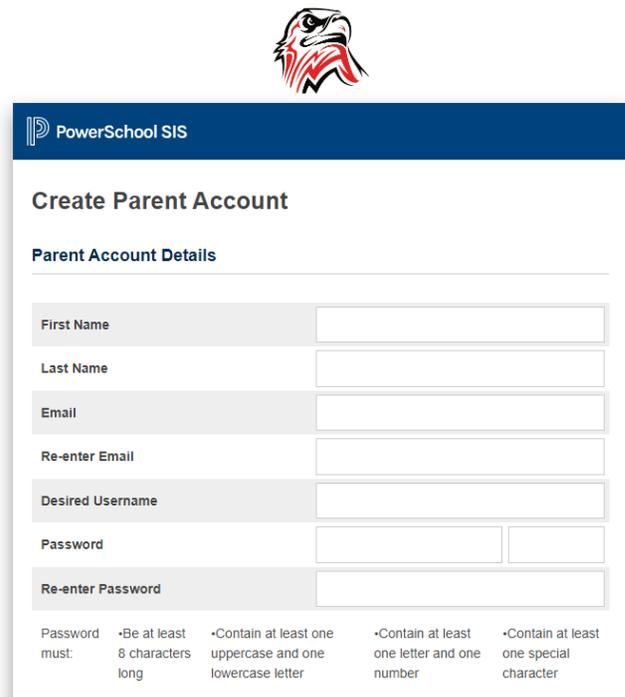


Create your Parent Account

Fill in your details in each field.

Note that your password must be at least 8 characters long, contain at least one upper and one lowercase letter, contain at least one letter and one number and contain at least one special character.

Make sure you make a note of your username and password to ensure future access.



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Link Student(s) to Parent Account

Scroll down to the Link Students to Account section. This is where you attach your student to your account.

The student name, Access ID, and Access Password information are located on the Parent/Guardian letter that accompanied these instructions. Those details must be entered exactly as they appear on the letter. Make sure to select the correct Relationship. If you've lost the letter, you can obtain a new one from the students building Administrative Assistant.

You can continue to add additional students as needed using the information from their letter.

Once you have completed the form, click the Enter button at the bottom of the page.

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"/>

2

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

3

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

Enter

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Now that you have successfully created your account and linked your student(s), please log in again and complete the following:

Under the Navigation Index, Click Forms

Once inside the Forms Section, proceed to each form by clicking on its title in blue and updating the information. This may include: student demographics, student contacts, student emergency/medical care, student residency questionnaire, student transportation, concussion awareness, home language survey, student educational history and acceptable use policy.

Contact the building Administrative Assistant with any questions you may have.

High School	616-678-4210
Middle School	616-678-4214
Elementary	616-678-4181

Navigation

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 Attendance History

 Email Notification

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 Balance

 My Schedule

 School Information

 Account Preferences

 Locker Info



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NOTE: Adding a student to your Parent Portal Account cannot be done through the app. You will need your students Access ID & Access Password in order to complete this process. If you do not have this information, contact your student's school office.

Add additional student(s) to Portal Account

Using the Sign In Tab enter your username & password and click Sign In

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

Select Language English

Username

Password

[Forgot Username or Password?](#)

Sign In

IT'S A GREAT DAY TO BE AN EAGLE! - ¡ES UN GRAN DÍA PARA SER ÁGUILA!
District Code = DWJB - Código de Distrito = DWJB

Under the Navigation Index, Click Account Preferences

Then Click the Students Tab

Student

Account Preferences -

Profile Students

If you want to change the e-mail address, school administrator.

First Name:

Last Name:

Account Email:

Select Language

Username:

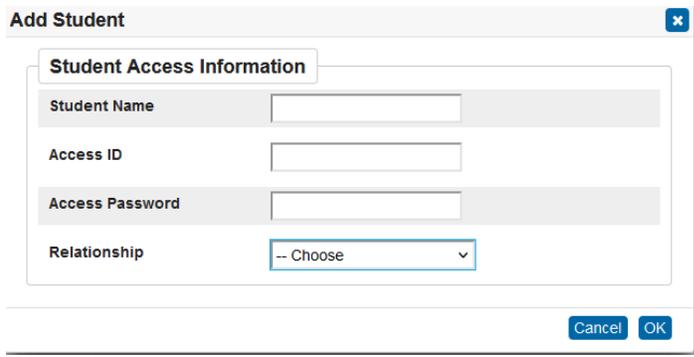
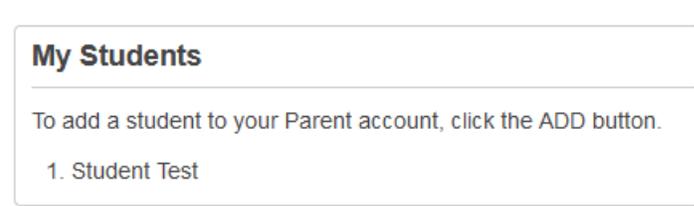
Current Password:
New password must:

- Be at least 8 characters long
- Contain at least one uppercase and
- Contain at least one letter and one n
- Contain at least one special charact

Navigation

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<p>To add a student to your Parent account, click the ADD button.</p>	
<p>In the Student Access Information Box enter the new students information from the letter or email that you received from the school.</p> <p>Fill information into all 4 boxes</p> <p>Click OK</p>	
<p>Now you will see your additional student in your My Students list</p>	
<p>Navigate between students by choosing their name from the ribbon at the top of your page</p> <p>NOTE: Navigate between students within the app by clicking their picture</p>	