

Dear Parent,

We would like to introduce you to PowerSchool. PowerSchool is the best way to remain informed and get up to the minute updates on your Skyview student.

The PowerSchool Parent Portal gives parents access to real-time information including attendance, grades, class fees, lunch balances, assignments, school bulletins, and messages from teachers. Everyone stays connected and parents are able to participate in their student's progress.

Once your account is created, you can manage your account information, link multiple students to your account, and modify your notification preferences. You most likely have an account as our district uses it for registration now. If you have forgotten your account sign in information, you can retrieve them by using auto-recovery.

#### **Access PowerSchool on a computer:**

1. On our district webpage (www.kpbsd.org) you can access PowerSchool Portal where you select "Parent & Student"
2. Click the **Create Account** tab
3. Click **Create Account**.
4. Enter the information needed to create your account. The email address you enter is used to send email notifications, including account recovery notices and account changes confirmations.
5. For each of your students, enter the **Access ID** and **Access Password** provided by your school and your relationship to the student.
6. Click **Enter**.
7. Check your email for a verification message and click the link within the email to sign in to your PowerSchool account within 24 hours of receiving the message. If the link has expired, you can request a new link be emailed to you.
8. Enter your **Username** and **Password**.
9. Click **Sign In**.

#### **Recover Your Username &/or Password**

Use this procedure to recover your current username. Once you provide your email address, your current user name will be sent to your email.

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL.
2. Click **Forgot Username or Password?**
3. Follow the appropriate prompt depending on your need.
4. An email is sent to you with your current username & or Password.

*The computer view will offer you the most interactive options. From here you can also pay fees and add money to lunch accounts through RevTrak*

#### **Access PowerSchool with your Phone:**

(If you have NEVER made a PowerSchool account – make one on the web first)

Download the PowerSchool App from the app store.

You will be prompted to enter our district code: FRGJ

Please select the "Create Account" tab

Once you enter your parent account details, use the Access ID and Password to link your student to your account.

This is a great place for instant access to class schedule, live grades, linked assignments, attendance and the bulletin announcements. You can set your dashboard to show/hide areas you choose.

Under Account, you can choose which notifications will push and the frequency.