



# PowerSchool

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## Parent Single Sign-On (SSO)

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Starting with the 2015-2016 school year, parents will use a single sign-on utility in PowerSchool. This feature allows parents to create their own PowerSchool account, choose their own username and password, and assign each of their children to a single account. In previous years, parents had a separate PowerSchool account for each child. Activating this feature requires all parent/guardians to create an account to initialize new access to PowerSchool and the Free PowerSchool Mobile App which can be downloaded from the Google Play Store and Apple Apps Store.

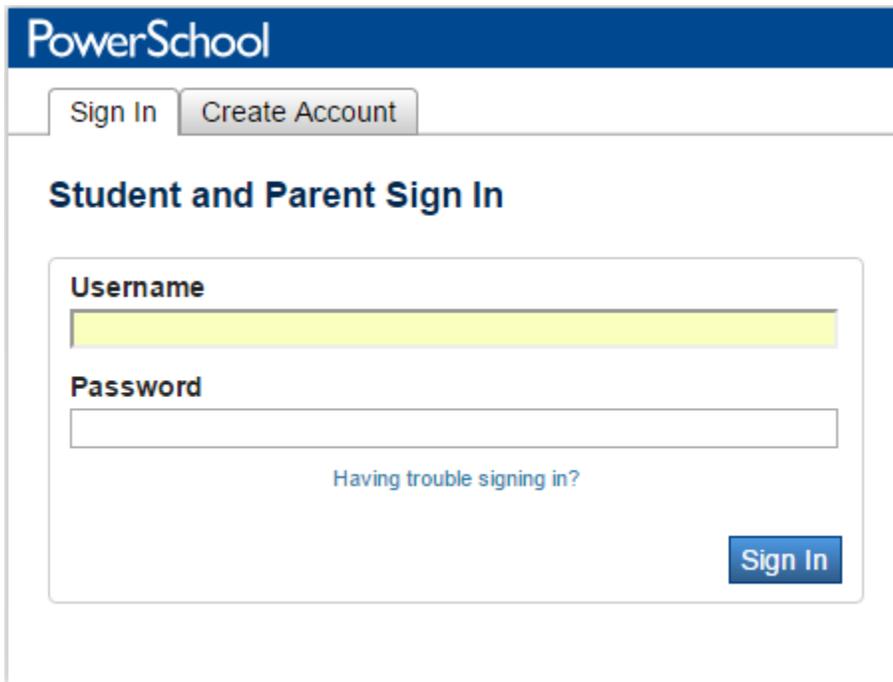
Before you begin, be sure you have received your school-issued confidential parent/guardian access ID and password assigned to you for each child. You will use these credentials to add your child to the new account.

Kings Canyon Unified parents/guardians will use this website address to access PowerSchool:

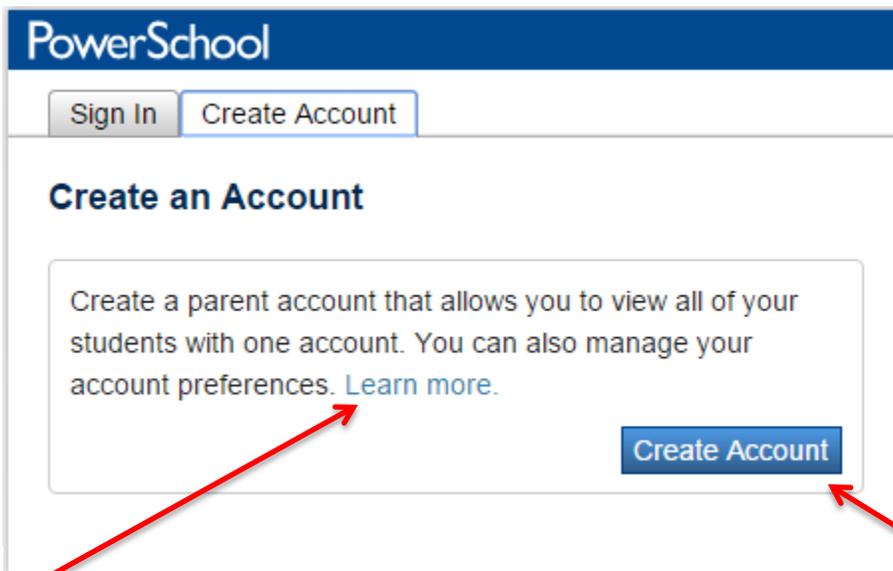
<https://powerschool.kcusd.com/public/home.html>

## Creating your Single Sign-On Account for the PowerSchool Parent Portal

Go to the website <https://powerschool.kcusd.com/public/home.html>  
Click on the Create Account button as shown below:



The screenshot shows the PowerSchool website header with the 'PowerSchool' logo. Below the logo are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a grey background. The main content area is titled 'Student and Parent Sign In'. It contains two input fields: 'Username' and 'Password'. The 'Username' field is highlighted in yellow. Below the password field is a link that says 'Having trouble signing in?'. At the bottom right of the sign-in box is a blue 'Sign In' button.



The screenshot shows the PowerSchool website header with the 'PowerSchool' logo. Below the logo are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a blue background. The main content area is titled 'Create an Account'. It contains a text box with the following text: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)'. At the bottom right of the text box is a blue 'Create Account' button. Two red arrows point from external text to the 'Learn more.' link and the 'Create Account' button.

More Information  
on Creating  
Account

Click here to  
create your  
account

A window will appear for you to create your new account. You will need to fill in the top portion of the window with your Name, e-mail address, and the User Name and Password you would like to create. On the bottom portion of the screen, you will need to enter the name of your student(s) with the User Name (Access ID) and User Password (Access Password) given to you in the letter sent home informing you of the new Single Sign-On Parent Access (**Note: You will need each Username and Password for each student you set up**). You will also need to fill in the student's relationship to you from the drop down menu. Click the "Enter" button when you have completed entering all your 6<sup>th</sup> – 12<sup>th</sup> grade students.

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### Create Parent Account

<b>First Name</b>	<input type="text" value="Parent First Name"/>	First name of the person creating the account
<b>Last Name</b>	<input type="text" value="Parent Last Name"/>	Last name of the person creating the account
<b>Email</b>	<input type="text" value="parent@gmail.com"/>	E-mail address of the person creating the account
<b>Desired Username</b>	<input type="text" value="iamtheparent"/>	Username the person creating the account would like to have.
<b>Password</b>	<input type="password" value="....."/>	<span style="background-color: green; color: white; padding: 2px;">Strongest</span> Please create a password that you would like to use for this account.
<b>Re-enter Password</b>	<input type="password" value="....."/>	Re-type the password here.

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

<b>Student Name</b>	<input type="text" value="First Student"/>	Type the First and Last name of your student
<b>Access ID</b>	<input type="text" value="child1"/>	Type your Parent Access username for this particular student.
<b>Access Password</b>	<input type="password" value="....."/>	Type your Parent Access password for this particular student.
<b>Relationship</b>	<input type="text" value="Son"/>	Please select your relationship to this student from the drop down menu.

2

<b>Student Name</b>	<input type="text" value="Second Student"/>	Type the First and Last name of your next student
<b>Access ID</b>	<input type="text" value="child2"/>	Type your Parent Access username for this particular student.
<b>Access Password</b>	<input type="password" value="....."/>	Type your Parent Access password for this particular student.
<b>Relationship</b>	<input type="text" value="Daughter"/>	Please select your relationship to this student from the drop down menu.

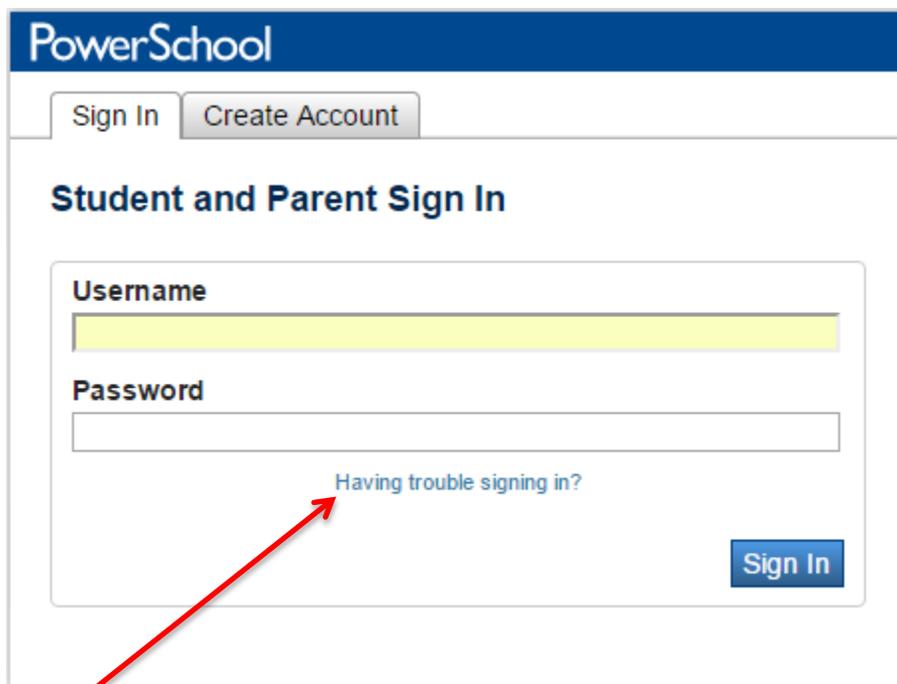
When you are finished entering all of the information for all students, please click the → Enter button.

Once you have created your new account and have logged in, you will see your student(s) listed just under the PowerSchool logo in the Parent Portal as seen below:



To view your individual student’s information, just click on their name tab.

In the event you have forgotten your User Name or Password for this new account, on the main PowerSchool Parent Portal log on screen you will see a link that states, “Having trouble logging in?” as indicated below:



Help Button in the event you forget your Username and and/or Password

Click on the “Submit” button.

On the Recover Account Login Information screen, you will be able to select one of two tab options. The first tab should be used if you forgot your Password and the second tab should be used if you forgot your User Name as indicated below:

Tab for help if you forgot or don't know your password

Tab for help if you forgot or don't know your username

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### Recover Account Sign In Information

Forgot Password?  Forgot Username?

To recover your account sign in information, provide the information below.

**Username**

**Email Address**

**Enter**

If you are experiencing sign in issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with sign in, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.

**Please note:** An e-mail will be sent to you with the appropriate information regarding your account. This e-mail will be the one you indicated when you set up the account for the first time.