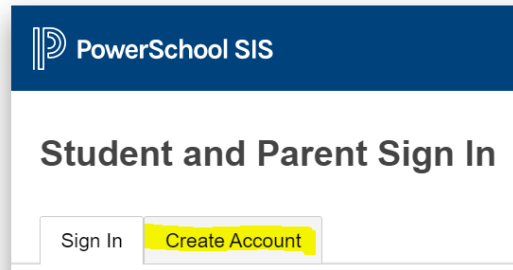


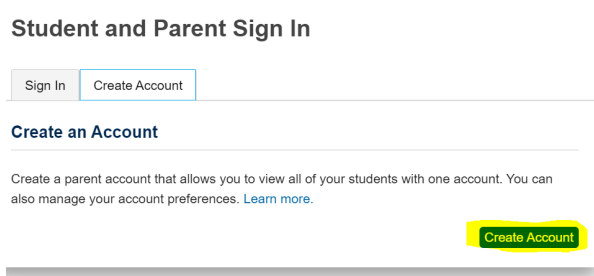
## Creating Parent Accounts & Linking Households

Returning families in need of assistance with setting up Parent Accounts and linking their students to their account can refer to the following information as a guide to assist them.

1. Please visit [kmcs.powerschool.com](http://kmcs.powerschool.com)
2. Once the page loads please click on the CREATE ACCOUNT tab.



3. Then click the blue CREATE ACCOUNT button on the lower right side of the screen.



4. Parents MUST complete all of the information requested under PARENT ACCOUNT DETAILS.

**Create Parent Account**

**Parent Account Details**

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Re-enter Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must:   
•Be at least 8 characters long   
•Contain at least one uppercase and one lowercase letter   
•Contain at least one letter and one number   
•Contain at least one special character

5. Next Parents will use the Access ID and Access ID Password that was sent to them via ParentSquare for all of their KIPPsters. This will link all of their students to them and they will be able to view grades, attendance and complete enrollment all from one account. Parents must enter information for each student in order for that student to be linked to their account.

#### 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 ▾

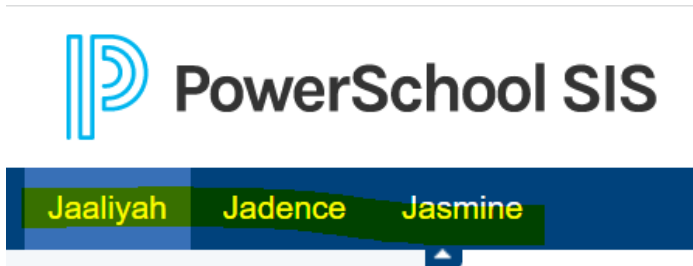
2

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

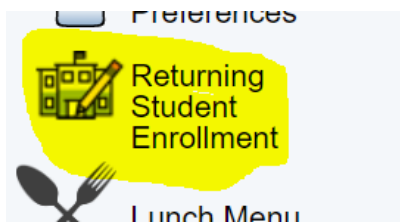
6. Once this information is complete, please hit ENTER at the bottom of the screen to save information.



7. Once Parents have successfully set up their account, they should be able to see all of their students at the top of the page.



8. To complete registration, scroll down on the left side menu and select RETURNING STUDENT ENROLLMENT.



9. This will take Parents to the PowerSchool Enrollment page and they will need to login with their email and password, if they do not remember they can click "forgot password" and a link will be emailed to them to reset their password. They simply follow the steps to complete enrollment for the first student, once complete they can exit out of that form and then click on their next students name and complete registration for that student.