

PowerSchool Parent Account creation Procedure

Navigate to the GK Schools Parent/Student portal using your web browser. This link is accessible from the “quick links” located on the right side from the District Home page at gkschools.org



Once the link is clicked, you will be brought to the Parent/Student Portal.

At this point click on the Create Account tab.

A screenshot of the PowerSchool Parent/Student Portal. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. An arrow points from the text 'At this point click on the Create Account tab.' to the 'Create Account' tab. Below the tabs, the page title is 'Student and Parent Sign In'. There are two input fields: 'Username' and 'Password'. Below the password field, there is a link that says 'Having trouble signing in?'. At the bottom right of the form, there is a blue 'Sign In' button.

Clicking on the Create Account tab will bring you to the following page. Create a new ID and password using the “Create Parent Account” section.

Create Parent Account

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

Password must:

- Be at least 6 characters long

Link all your students to your new parent account by scrolling down to the next section. You will require your "old" **parent ID access token** to add your student(s). If you do not have these credentials you may contact the school for a new copy of the Parent/Student portal letter.

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"/>

Once all the students have been added, scroll to the bottom of the page and click on Enter.

<input type="button" value="Enter"/>

The Original Signon screen will be presented once again. Enter the new Parent ID/password that was created and all linked student accounts should be available.