

New Procedure for Parents to Access PowerSchool

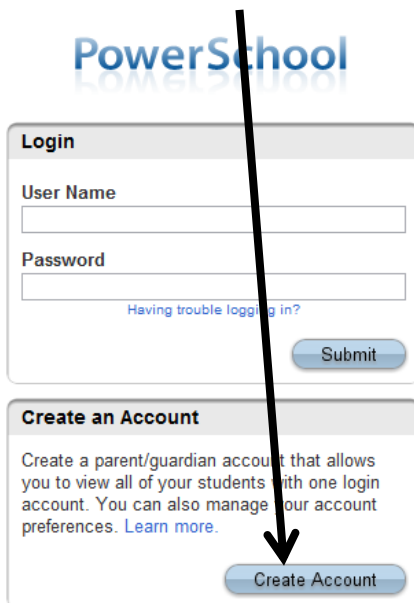
The latest update to KML's PowerSchool system brings a new feature called Single Sign-On. Single Sign-On offers these new features for parents:

- Parents can select and set up their own user names and passwords.
- Parents can change their own user names, passwords, and email addresses.
- Forgotten passwords can automatically be emailed to parents without contacting KML.
- Parents can view information about multiple students from a single account

Parents will no longer be able to access PowerSchool using their old user name and password information, but they will need that information to create their new Single Sign-On account. Email notifications setup in the old system are also no longer active and will need to be set up again.

To get started using Single Sign-On, each parent should take a few minutes to follow these steps:

- 1) Find the username and password information that you currently use to access PowerSchool. If you have multiple children attending KML, make sure you have this information for each child. The account information you are looking for has usernames that start with a P followed by 7 digits. If you cannot locate this information, please contact Mrs. Martin in Student Services at dorothy.martin@kmlhs.org or 262-677-4051 x1123.
- 2) Go to powerschool.kmlhs.org . You will see the new login page.
- 3) Click the **Create Account** button.



The image shows a screenshot of the PowerSchool login page. At the top, the 'PowerSchool' logo is displayed. Below the logo is a 'Login' section with two input fields: 'User Name' and 'Password'. A 'Submit' button is located below the password field. Below the login section is a 'Create an Account' section. The text in this section reads: 'Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)' A black arrow points from the top of the page down to the 'Create Account' button in this section.

4) Fill in the **First Name, Last Name, Email, User Name** (do not use the @ symbol in your username), and **Password** (minimum of 6 characters – use a mix of upper case, lower case, numbers and symbols for a stronger password) boxes.

5) For each student that you have attending KML, enter

- the student's first name in the **Student Name** box.
- your old parent user name (this will be P followed by 7 digits) in the **Access ID** box.
- your old parent password in the **Access Password** box.
- Select your relationship to the student (Father, Mother, etc.) in the **Relationship** box.

6) Click the **Enter** button.



Create Parent/Guardian Account

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="john.smith@email.com"/>
Desired User Name	<input type="text" value="john.smith"/>
Password	<input type="password" value="....."/> Strongest
Re-enter Password	<input type="password" value="....."/>

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text" value="Jimmy"/>	<input type="text" value="P2015673"/>	<input type="password" value="....."/>	<input type="text" value="Father"/>
2.	<input type="text" value="Jane"/>	<input type="text" value="P2017345"/>	<input type="password" value="....."/>	<input type="text" value="Father"/>
3.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
4.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
5.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
6.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
7.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

10) Click the **Email Notification** icon at the top of the screen to view your email notification settings. Please note that any email notification settings that you had previously have been erased and you will need to set them up again here.

The screenshot shows the PowerSchool interface. At the top, there is a navigation bar with the PowerSchool logo and several icons for different features: Email Notification, Teacher Comments, School Bulletin, My Schedule, Balance, My Calendars, Honor Roll, Discipline, Information Update, AlertNow, and Account Preferences. Below this, there are more icons for Grades and Attendance, Grade History, and Attendance History. The user's name, Jane Jimmy, is displayed on the left, and the user's name, Smith, John, along with their last login time (4/17/2011 at 9:11 PM) and a Logout button, is displayed on the right. The main content area is titled "Email Notifications : Austin, Jane" and contains a form with the following sections:

- What information would you like to receive?**
 - Summary of current grades and attendance
 - Detailed reports showing all assignment scores for each class
 - Detailed report of attendance
 - School announcements
 - Balance Alert (Note: Will only be sent when a student is low on funds.)
- How often?** Never (dropdown menu)
- Email Address** john.smith@email.com
- Additional Email Addresses**
 -
 - (separate multiple email addresses with commas)
- Apply these settings to all your students?
- Send now for Jane?
- Submit** button

11) A new screen in the updated PowerSchool Parent Portal is **My Schedule**. Click the **My Schedule** icon in the main menu and you can view the selected student's current course schedule.

PowerSchool

Email Notification Teacher Comments School Bulletin **My Schedule** Balance My Calendars Honor Roll Discipline Information Update AlertNow Account Preferences

Grades and Attendance Grade History Attendance History

Jane Jimmy Smith, John (Last Login: 4/11/2011 at 11:45 AM) Logout

Student Schedule

Enrollments for current school only.

Day	Terms	1	2	3	4	5	6	7	8	HR	IS
A	10-11 S2 Q4	Computer Applications C 85216.2 Schoeneck, Joshua Room: 2329 1(A) S2	U.S. Govt 30415.4 Siefert, Dan Room: 1150 2(A) S2	Foods 2 95225.1 Hering, Linda Room: 1130 3(A) S2	Lifetime Spts 2 90325.2 Laabs, Jon Room: 1211 4(A) S2	Religion 12 10410.1002 Mehlberg, Ron Room: 1133 5(A) S2	Study Hall SH002.85 Ehlke, Jan Room: 2315 6(A) S2	Accounting 80310.1001 Schramm, Bonnie Room: 2329 7(A) S2	Home Mech 95315.2 Strasser, Bill Room: 1318 8(A) S2	Homerom HR.moel Moeller, Matt Room: 1176 HR(A) 10-11	

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12) Information about food service account balances and purchases can now be found on the new **Balance** screen. Click the **Balance** icon in the main menu and to view food service account transactions.

PowerSchool

Email Notification Teacher Comments School Bulletin My Schedule **Balance** My Calendars Honor Roll Discipline Information Update AlertNow Account Preferences

Grades and Attendance Grade History Attendance History

Jane Jimmy Smith, John (Last Login: 4/11/2011 at 11:45 AM) Logout

Transactions

Meal Transactions - Current Balance: \$0.00

Date	Time	Net	Balance	Description
09/01/2010	11:59 AM	25.00	25.30	Lunch Deposit JL Acct. Chged.
09/10/2010	11:53 AM	-0.50	24.80	Milk
09/16/2010	11:26 AM	-0.50	24.30	Milk
09/17/2010	11:14 AM	-0.50	23.80	Milk
09/17/2010	11:14 AM	-2.00	21.80	\$2.00 Entree
09/28/2010	11:06 AM	-0.50	21.30	Milk
09/28/2010	11:07 AM	-0.50	20.80	Milk

13) Another new screen in the updated PowerSchool Parent Portal is the **My Calendars** screen. Click the **My Calendars** icon in the main menu and you can view information that will allow you to connect any **iCal** compatible electronic calendar to PowerSchool in order to see assignments and grades from specific courses.

PowerSchool

Email Notification Teacher Comments School Bulletin My Schedule Balance My Calendars Honor Roll Discipline Information Update AlertNow Account Preferences

Grades and Attendance Grade History Attendance History

Jane Jimmy Smith, John (Last Login: 4/11/2011 at 11:45 AM) ? Logout

My Calendars

My calendars requires an application which supports the vCalendar standard. To use the Subscribe links below visit [iCalShare](#) to find an application that supports the vCalendar standard.

Homework Calendars

Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1(A)	Computer Applications C	Schoeneck, Joshua	Subscribe	Subscribe
2(A)	U.S. Govt	Sievert, Dan	Subscribe	Subscribe
3(A)	Foods 2	Hering, Linda	Subscribe	Subscribe
4(A)	Lifetime Sprts 2	Laabs, Jon	Subscribe	Subscribe
5(A)	Religion 12	Mehlberg, Ron	Subscribe	Subscribe
6(A)	Study Hall	Ehlke, Jan	Subscribe	Subscribe
7(A)	Accounting	Schramm, Bonnie	Subscribe	Subscribe
8(A)	Home Mech	Strasser, Bill	Subscribe	Subscribe
HR(A)	Homeroom	Moeller, Matt	Subscribe	Subscribe

*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

School Calendars

School Event Calendar - [Subscribe](#)

14) Another new screen in the updated PowerSchool Parent Portal is the **Honor Roll** screen. Click the **Honor Roll** icon in the main menu and you can see all of the times that the selected student has made it on the honor roll.

PowerSchool

Email Notification Teacher Comments School Bulletin My Schedule Balance My Calendars Honor Roll Discipline Information Update AlertNow Account Preferences

Grades and Attendance Grade History Attendance History

Jane Jimmy Smith, John (Last Login: 4/11/2011 at 11:45 AM) ? Logout

Honor Roll

School Year	Grade Level	School Name	Store Code	Honor Roll Method	Level Met
2010-2011	12	Kettle Moraine Lutheran High School	Q3	Q3 Honor Roll	Honors

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15) Another new screen in the updated PowerSchool Parent Portal is the **Discipline** screen. Click the **Discipline** icon in the main menu and you can view information about discipline incidents for the selected student. If you have any questions about the entries on this screen, please contact Pastor Hughes at randy.hughes@kmlhs.org or 262-677-4051 x1102.

PowerSchool

Email Notification Teacher Comments School Bulletin My Schedule Balance My Calendars Honor Roll Discipline Information Update AlertNow Account Preferences

Grades and Attendance Grade History Attendance History

Jane Jimmy Smith, John (Last Login: 4/11/2011 at 11:45 AM) ? Logout

Discipline Log Records

16) The final new screen in the updated PowerSchool Parent Portal is the **Account Preferences** screen. Click the **Account Preferences** icon in the main menu and you can view and change your account information or add additional students to your account.

The screenshot shows the PowerSchool Parent Portal interface. At the top left is the PowerSchool logo. To its right is a navigation bar with icons for: Email Notification, Teacher Comments, School Bulletin, My Schedule, Balance, My Calendars, Honor Roll, Discipline, Information Update, AlertNow, and Account Preferences. Below these are icons for Grades and Attendance, Grade History, and Attendance History. A user bar shows 'Jane Jimmy' on the left and 'Smith, John (Last Login: 4/11/2011 at 11:45 AM)' on the right, with a printer icon, a help icon, and a Logout button. Below the user bar are tabs for 'Profile' and 'Students'. The main content area is titled 'Account Preferences - Profile' and contains a message: 'If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click the corresponding Edit button to make changes to your user name, or password.' Below this message is a form with the following fields: 'First Name:' with the value 'John', 'Last Name:' with the value 'Smith', 'Email:' with the value 'john.smith@email.com', 'User Name:' with the value 'john.smith' and an edit icon, and 'Current Password:' with the value '*****' and an edit icon. At the bottom of the form are 'Cancel' and 'Save' buttons.

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If you have questions about the operation of the PowerSchool Parent Portal, please contact Mr. Schoeneck at joshua.schoeneck@kmlhs.org or 262-677-4051 x2318.