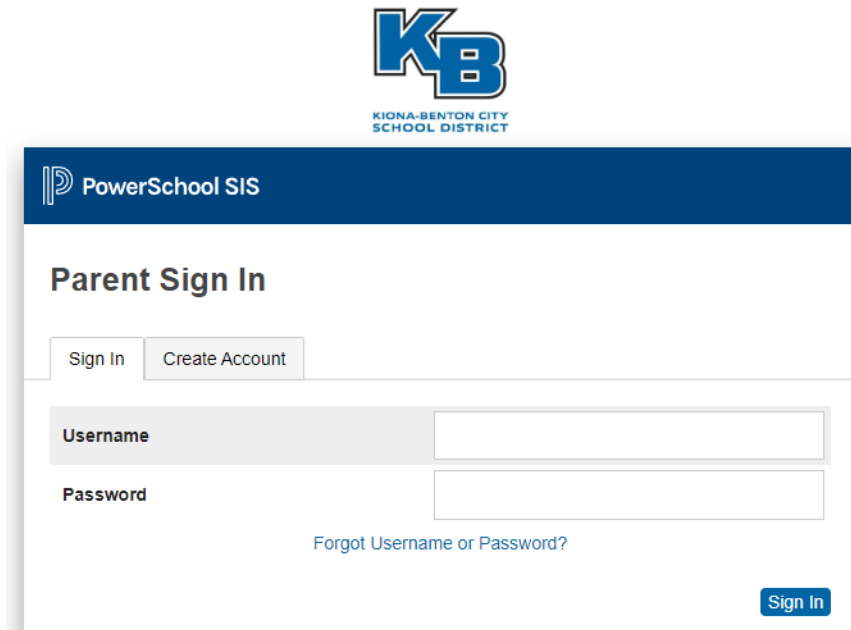


How to Create a PowerSchool Parent Account

To create a parent account for the first time, please follow the instructions below.

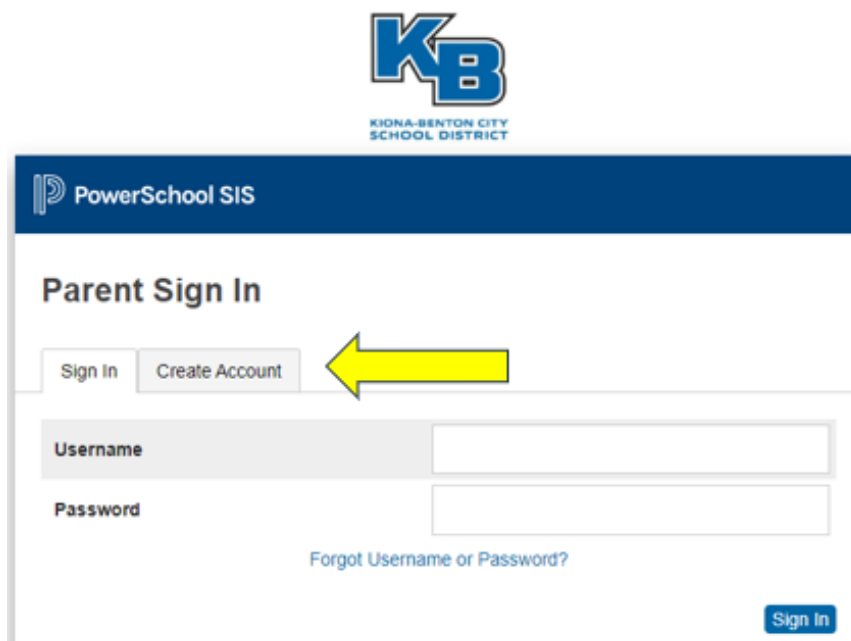
Please note that the procedures below are for **PARENTS** only. Students do not need to create new accounts and will continue to sign into PowerSchool with their district username and password.

STEP 1 - Open the [PowerSchool Portal](https://kibesd.powerschool.com/public). To access the portal, open an internet browser and type <https://kibesd.powerschool.com/public> into the address bar.



The screenshot shows the PowerSchool SIS Parent Sign In page. At the top is the Kiona-Benton City School District logo (KB) and the PowerSchool SIS header. Below the header, there are two tabs: "Sign In" (which is selected) and "Create Account". Under the "Sign In" tab, there are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right of the form is a blue "Sign In" button.

STEP 2 - Click the *Create Account* tab



This screenshot is identical to the one above, but with a yellow arrow pointing to the "Create Account" tab. The "Sign In" tab is still selected, but the arrow highlights the "Create Account" option as the next step in the process.

STEP 3 - Click the *Create Account* button

A screenshot of the PowerSchool SIS 'Parent Sign In' page. The page has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. The 'Create Account' tab is selected. Underneath, there is a section titled 'Create an Account' with a sub-header. The text below reads: '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 this section, there is a blue 'Create Account' button, which is pointed to by a yellow arrow.

STEP 4 - Enter your first and last name, your personal email address, and a password of your choosing. Your password must meet the following criteria:

- 8 or more characters
- 1 uppercase and 1 lowercase letter
- 1 number
- 1 special character

A screenshot of the PowerSchool SIS 'Create Parent Account' form. The page has a blue header with the PowerSchool SIS logo. Below the header, there is a section titled 'Create Parent Account' with a sub-header 'Parent Account Details'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Desired Username', 'Password' (with a strength indicator), and 'Re-enter Password'. At the bottom of the form, there is a list of password requirements: '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'.

STEP 5 - Enter your student's name, Access ID and Access Password. (At this point, you may add more than one child to your account with each of their access IDs and passwords).

**If you need the Access ID and Password, please contact your student's school office.*

Link Students to Account

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

1

Student Name

Access ID

Access Password

STEP 6 - At the bottom of the page click *Enter*. You are now ready to log in and view your student(s) grades and attendance in PowerSchool. When you return to the [login page](#), sign in with your new username and password.