**KCTC PowerSchool Parent Account Instructions**

**Step 1**

I do not have a KCTC PowerSchool Parent account and need to create a new one. Go to [Powerschool.kentisd.org/public](http://Powerschool.kentisd.org/public) and select Create Account Tab and then Create Account.

Or

Do you already have a KCTC PowerSchool Parent Account for a student that was enrolled last year and is returning this year? Select the Sign In tab and enter your username and password and jump to Step 4. If you do not remember your Username or Password, select “Having Trouble Signing In” and it will walk you thru an account recovery process.

Or

Do you already have a KCTC PowerSchool Parent Account but it is not connected to your currently enrolled child? Please contact us via “Let’s Talk” on our website [www.thetechcenter.org](http://www.thetechcenter.org) and note in the subject “KCTC Parent PowerSchool Account Help Needed”. Please make sure to include the email address associated with the PowerSchool account in the body of the email.

**Step 2**

Enter your name and other account information.

*Please make sure that you write down your Username and Password as you will need to use this to access your account in the future.*

To Link your newly created account to your child’s information complete the Link Students to Account section. It will be necessary for you to enter their name exactly as it was entered for enrollment *(You can find this on the top of the letter following Parent/Guardian of:). Then enter the Access ID and Access Password which are also included in the letter. And lastly, enter your relationship to the child.
**Step 3**
Sign in with your newly created Username and Password

**Step 4**
Select the following pages and enter or update the information for the current year:
- Email Notification
- Demographic Change *(This contains the parent permissions and emergency medical information)*
- School Messenger