

PowerSchool Accounts

Instructions for Parents and Guardians

What is PowerSchool?

PowerSchool is the tool Kairos Academies uses to manage student data. As the parent or guardian of a Kairos student, you can create your own PowerSchool account to monitor your student's...

- ✔ Progress Reports and Report Cards
- ✓ Attendance records
- ✔ Behavior records
- ✓ School announcements
- Important documents

You may access PowerSchool anytime from your web browser or from the PowerSchool Mobile smartphone app.

Where do I find my login information?

We sent every student's primary guardian an email with instructions as well as the required access ID and access password. Check your email for a message from hello@kairosacademies.org with the subject "PowerSchool passwords for Kairos Families".

NOTES:

- If you are listed as the primary guardian for multiple students, you will receive multiple emails.
- You will create ONE account per guardian but can add multiple students to monitor using their individual unique access IDs and access passwords.
- You can share your student's access ID and access password with all of their guardians so that each can create an account to monitor your student.

Can't find your email or did not receive an email? There are three ways to request your login information:

- 1. Fill out a help ticket here
 - a. Select "Parent Login Issues" from the dropdown menu
 - b. Select "Other" from the list of issues and type a message requesting your student's access ID and password.
 - c. A member of our team will be in touch
- 2. Call or visit our school office during school hours (the office will be closed 12/21-1/5)
- 3. Contact your student's mentor (staff will be on break 12/21-1/5)

How do I create my account?

<u>View these instructions with step-by-step screenshots</u>

- 1. Open an internet browser on your computer
- 2. In the address bar, type: https://kairosacademies.powerschool.com/public/
- 3. Click "Create Account"
- 4. Enter your personal information, including your First Name, Last Name, Email, and desired Username and Password.
- 5. Enter your student's first and last name.
- 6. Enter your student's Access ID and Access Password exactly as shown in your instruction email (both are case-sensitive), and click "Enter".
 - a. <u>NOTE</u>: If you have multiple students, you may add the unique Access IDs and Access Passwords for each student during your account setup. You create only ONE account per guardian but can monitor multiple students.
- 7. After creating your account, you must verify your email address. You will receive an email from Kairos Academies with the subject "PowerSchool Account Email Verification" sent to the email address you provided. If the email isn't in your inbox, please check the Spam or Junk folder.
- 8. Once verified, return to the Parent sign-in screen and log in using the username and password you created in step 4.
- 9. When finished, remember to log off.

PowerSchool Links



Kairos PowerSchool Login





These instructions and login links are also posted on the Kairos Family Portal at www.kairosacademies.org/families