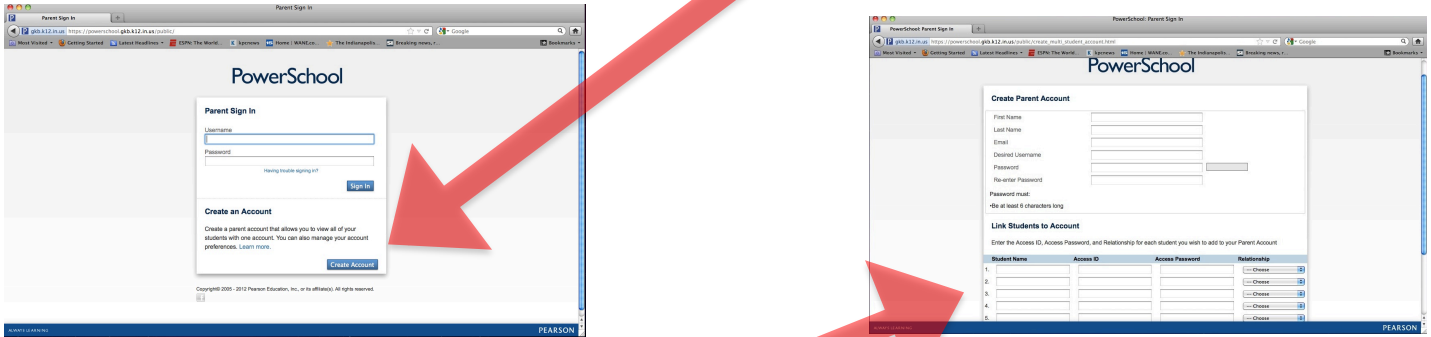


PowerSchool Parent Portal Instructions for the 2014-2015 School Year

In an effort to enhance communication with parents/guardians, we have updated our PowerSchool Parent Portal to a single sign on program. This will allow parents/guardians with more than one child to access all of their children at one time with one login and password. This will also allow both the mother and father to have separate accounts for their child(ren). Parents will still be able to securely view your child's up to the minute student attendance and grades. The second benefit to using the single sign on program is that this allows you to use the PowerSchool Parent Portal App for your Iphone or Ipad.

Please go to <https://powerschool.gkb.k12.in.us/public/> or use the parent access link form the GKB website (www.gkb.k12.in.us) to access the PowerSchool Parent Portal.

Click on "Create an Account" from PowerSchool Parent Portal (DO NOT just type in the access ID and Access Password on the main screen as it will not work).



The portal will ask you to put in your name, email, and your password (you will be able to make up your own user name and password for ease of use as well). Next, complete the "Link Students to your account" section. Add your child(ren)'s Access ID and Access Password data from below. The Access ID and Access Password are the username and password that were already issued to you. There is a limit of 7 children per login.

Finally, continue adding other children from your family if needed. When completed, press the "Enter" button on the bottom left hand corner of your current page.

Notes: Your Username and Password is unique to your child, please keep these logins confidential so that only you and your child(ren) can access their information. This portal is a great way to discuss school and the classes that your child is taking this year.

Reminder: Until you create your new account the login screen at the top of the parent portal page will not work.

After logging using your new username and password, you will have the name of your child or all of your children's names on tabs in the upper left corner under the PowerSchool logo, combined into one account. To view each child's grades and attendance click on the correct child's tab and the grades/attendance will appear for that child. To change your username or password OR to add additional children to your account click on the Account Preferences button at the bottom of the navigation bar on the left side of screen. The window will open in Profile view and allow you to change your username or password. Click on the Student link (upper left corner of Profile screen) to add more children to your account.

The teachers post grades to the Parent Portal. The teacher's grade book is a "snapshot" and does not always accurately reflect the student's overall progress or performance. Please remember that teachers will put up all assignments as soon as possible but some projects will take longer to assess and post depending on their size. If you have questions regarding an assignment, you can always email the teacher.

Please email the GKB help desk if you have any questions at helpdesk@garrettschools.org.

Thank you for your participation in the Parent Portal.

Matt DeWitt, GKB Student Data/Reporting Coordinator | mdewitt@garrettschools.org