PowerSchool Parent Portal/School Messenger Access

The Parent Portal allows families to access all of their child's attendance, grades, schedules and other important information. You can also choose your contact preferences for the School Messenger Notification System.

You are able to access all of your students with one account. Parents MUST create an account using each student's:
- Unique web access ID
- Unique password

Your child's school provides these. If you do not have your student's information, please contact the school directly.

Point your browser to https://ps.kgcs.k12.va.us/public/home.html

1. Click the Create Account button to get started.
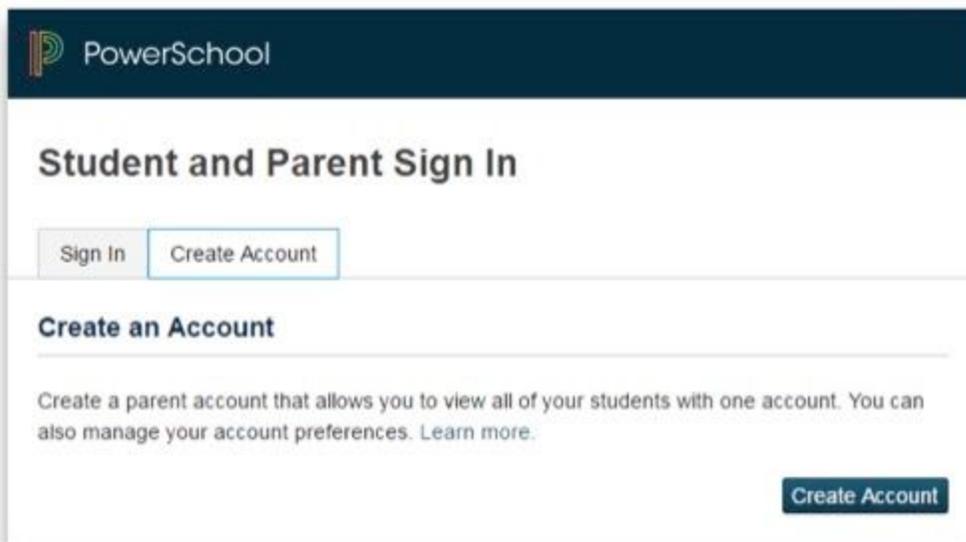
2. Enter parent/guardian name, email, username, password (at least 6 characters) Link student(s) to your account.

Contact the school(s) to get the **unique web ID and password.
This is not the same as the student's 8 digit ID number. This is only available through Power School. The school secretary can provide parents with this information.

Create Parent Account

Parent Account Details

First Name	First Name
Last Name	Last Name
Email	janedoe@gmail.com
Desired Username	jdoe
Password	.... Better
Re-enter Password	....
Password must:	•Be at least 6 characters long

Link Students to Account

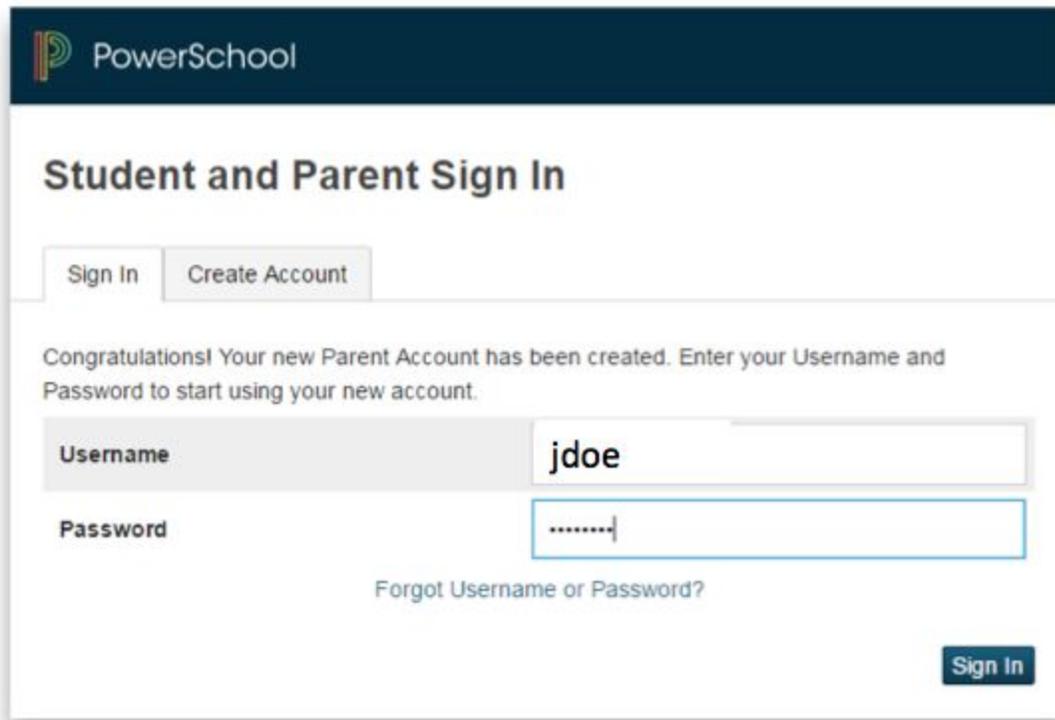Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name	Sample Student
Access ID	123456
Access Password	●●●●●●
Relationship	Mother ▼

2

Student Name	
Access ID	

3. Press ENTER after entering all students you wish to link. Use your newly created username and password to log into Parent Portal.

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Student Name	Jack Doe
Access ID	654321
Access Password	●●●●●●
Relationship	-- Choose ▼

Enter

4. Login to Parent Portal
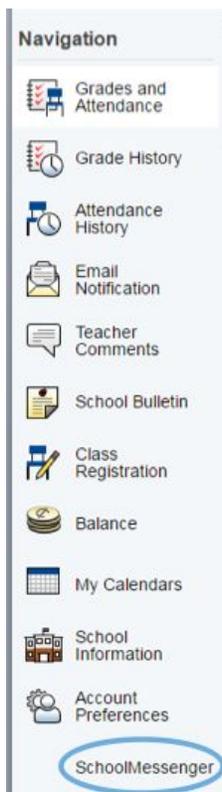
5. The School Messenger at the bottom of the Navigation bar is a link to the School Messenger website. To access School Messenger in Parent Portal, find the APPLICATIONS arrow at the top of the menu bar. See the screenshot in the next step. If you experience any difficulties here, please contact your child's school.

6. Find the APPLICATIONS arrow at the top of the menu bar..
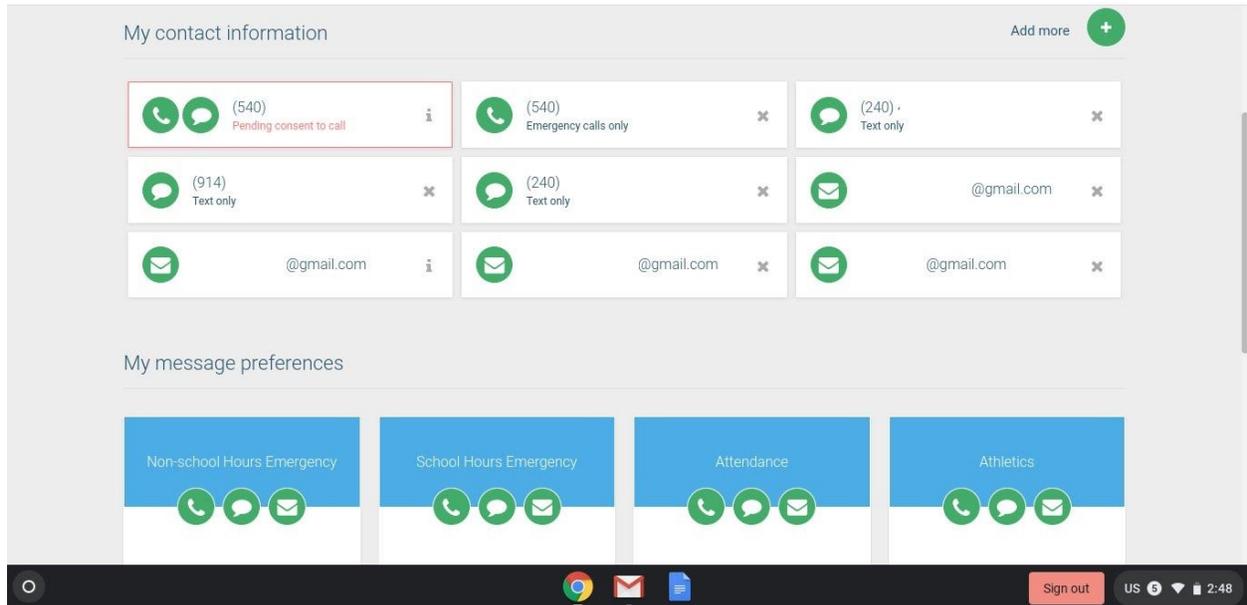
7. Click SchoolMessenger.
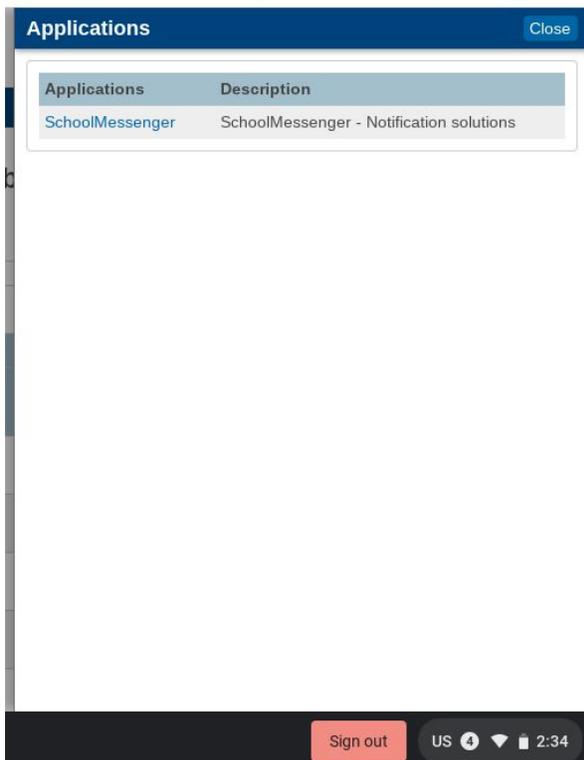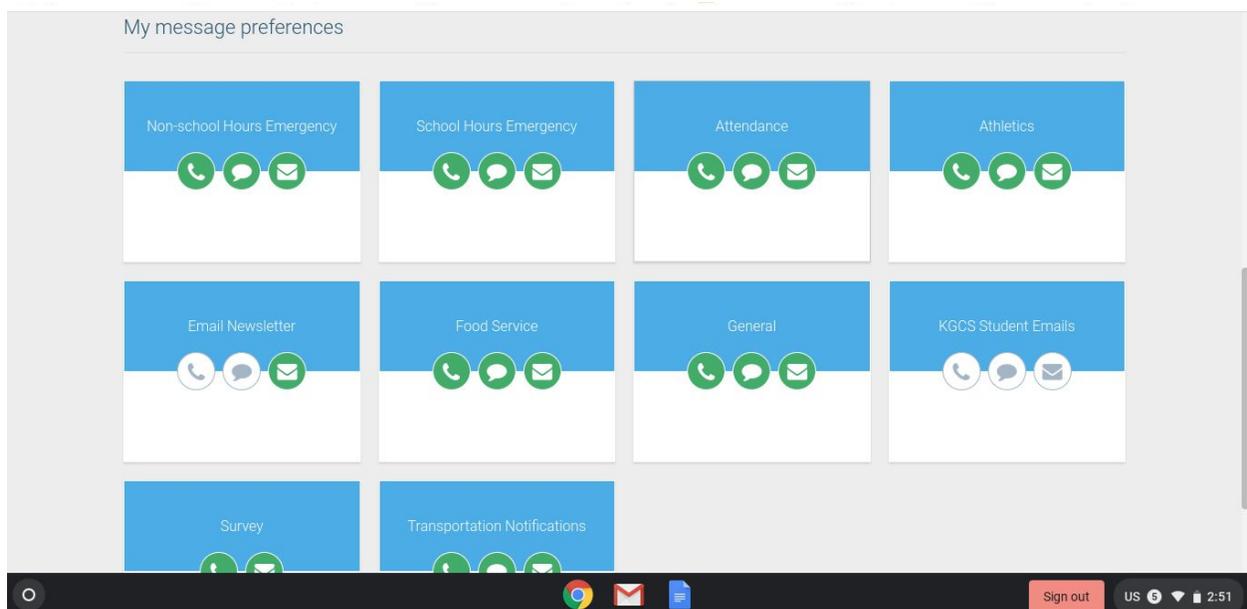

8. Landing page is Messages.
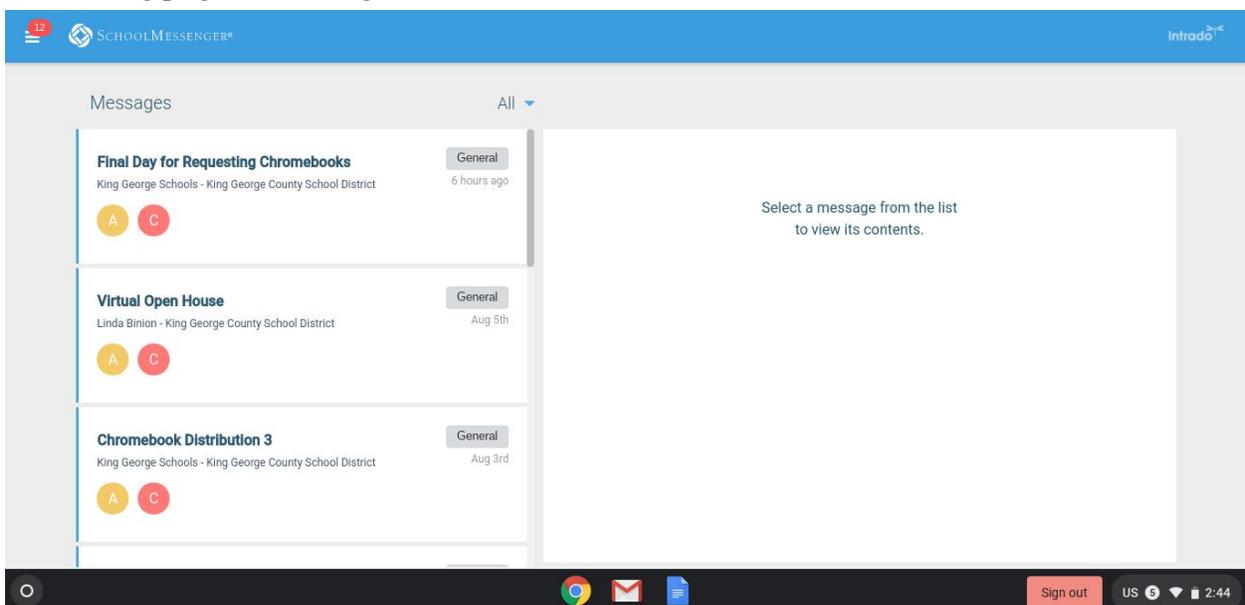
9. Click the Collapsed Menu icon (3 bars on the top left). Select Preferences.

10. Your contact information is the top section. You can add additional phone numbers or email addresses.

11. Your message preferences are in the bottom section. Here you can make choices on how you would like to be notified.

** Any issues, call your school for assistance.**