

CREATING A PARENT PORTAL LOGIN

1. Access the Parent Portal site
<https://ps.wcs.misd.net> or wcskids.net (under Parents/Students)
2. Click on Create Account tab, then click on Create Account

PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account**

Username

Password

[Forgot Username or Password?](#)

Sign In

Create an Account

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.](#)

Create Account

3. Fill in the Parent and Student information (example on next page). Hit Submit when you are finished entering student(s) information. You will get the following message.

✓ Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account.

4. Check your email (may have to look in junk mail) – message will come from ParentPortal@wcskids.net. Click on the link to verify your account.

✓ Congratulations! Your new PowerSchool account has been verified. Enter your Username and Password to start using your new account.

5. Sign into your Parent Portal account using the Username/Password used in Step 3.

Create Parent Account

Parent Account Details

First Name	Parent First Name
Last Name	Parent Last Name
Email	Parent Email Address
Re-enter Email	Re-enter Parent Email Address
Desired Username	Unique Username
Password	Password – Cannot match student or parent name
Re-enter Password	

Password must:

•Be at least 8 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

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Student Name	First & Last Name
Access ID	Sample: P123456
Access Password	Sample: XP2TG3
Relationship	-- Choose <u>Your relationship to the student</u>

MUST USE UPPERCASE LETTERS

