

Kokomo School Corporation
Quick Start Guide for Returning Students Online Registration

1. To begin the online registration process for returning students, go to PowerSchool Parent Portal at:
<https://kcscpowerschool.kokomo.k12.in.us/public/>

2. Enter your Username and Password in the spaces provided. This will be the same as in previous years. If you have forgotten this information, use the “forgot username or password” feature at the bottom of the Sign In Box.

3. If you have never created a PowerSchool Parent account, please click on the tab “Create Account” in the Sign In Box to create your PowerSchool Parent Account. You will need to contact your child’s school for the access code that will link your child’s information to your new account. Another option to receive this code is to fill out this [PowerSchool Parent Access Request Form](#) and it can be emailed to you.

4. Upon logging into your account, you will be taken to PowerSchool Parent Portal screen. You will be asked to enter your child’s date of birth as part of the authentication process. Enter the date in the correct format, then click submit. Each of your children will be displayed in the bar below the PowerSchool logo in the upper left portion of the screen. Please remember that online enrollment must be completed every year for EACH CHILD.

5. Click on the PowerSchool Enrollment icon on the top-left side of the screen. Review information on each form and make any necessary changes.

6. Click next to move through each page. Please note - the omission of required information will prevent you from finalizing your enrollment. You will have the opportunity to review your entries before you submit them.

7. If you have additional children to enroll, you will have the opportunity to begin another registration form from the “Submission Confirmation Page.”