

# PARENT POWERSCHOOL ACCESS DIRECTIONS

1. First, get your Access ID and your Access Password from the School for each of your students by contacting Kristie in the Elementary Office at 816-619-2468 or Kelly in the High School Office at 816-619-2287. Be sure you note any spaces in the ID or special characters and which ID and password goes with each student. Write these down completely, as you will need them when setting up your account.
2. Enter [drexel.powerschool.com](http://drexel.powerschool.com) in your search engine. (Important: Do not enter www. first. Just enter it as it is listed.)
3. Click the create account tab
4. Then click create account button
5. You will be prompted to enter your specific details
6. Enter First Name (the parents)
7. Enter Last Name (the parents)
8. Enter email (the parents)
9. Enter Desired Username. You pick this and it can be anything you want. (Write this down, as it will become your login username)
10. Enter Password. . You pick this and it can be anything you want. It must be at least 6 characters long. (Write this down, as it will become your login password)
11. The next step is to enter your children to be linked to your account.
12. Enter your Student's Name
13. Enter the Access ID (this is the one you obtained from the school in Step 1)
14. Enter the Access Password (this is the one you obtain from the school in Step 1)
15. Choose your relationship to the student in the dropdown menu (Mother, Father, Etc.)
16. Repeat this process for each of your children/students
17. When complete, scroll to the bottom of the screen and click Enter
18. You should now see the "congratulations" screen
19. You can access your account at [drexel.powerschool.com](http://drexel.powerschool.com) or you can install the mobile app for easy access
20. If you use the mobile app, you will need the District Code and it is MKPR
21. You will use the username and password that you selected in Steps 9 & 10 as your sign in information
22. Contact us at 816-657-4715, if you need additional assistance setting up your account.