


## Creating a PowerSchool Parent Account and Submitting Online Student Forms

PowerSchool Portal: You will use the link below to access your child's current grades, grade cards, homework, attendance, and student fees. You will also access and complete online forms through this portal.

<https://ps-ek.metasolutions.net/public/home.html>

The link can also be located at [www.ekschools.org](http://www.ekschools.org)

**If you have not already created a PowerSchool Parent account, please contact Alicia Simmons (Jr/Sr High; 740-599-7000 ext. 2004) or Donna Buckingham (Elementary; 740-599-7000 ext. 3002) for your student(s) "Access ID" and "Access Password" in order to register and complete online student forms.**

1. When you click the link above to the student parent portal you will see tabs to sign in or create an account.
2. Click the "create account" tab.
3. You will then add your information, email, etc in the "Parent Account Details" section. Create your ID and password (ID and passwords may be the same and must be at least 6 characters long)
4. Below the "Parent Account Details" section you will see the "Link Students to Account" section. You will enter each of your students along with their "Access ID" and "Access Password." You may link multiple students.
5. To fill out student forms, click this icon  in the upper right hand corner. Click on the text "Submit & View Online Forms." Then click on the text "Student Demographics & EMA" to complete your student's forms. Once you have completed all fields click "Save and Submit to District."
6. To add a student to an existing account go to account preference, profile/students, click on students, click add and follow directions in Step 4.

**If you have already created a PowerSchool Parent account you can sign in at <https://ps-ek.metasolutions.net/public/home.html> and skip to Step 5 above to complete online student forms.**