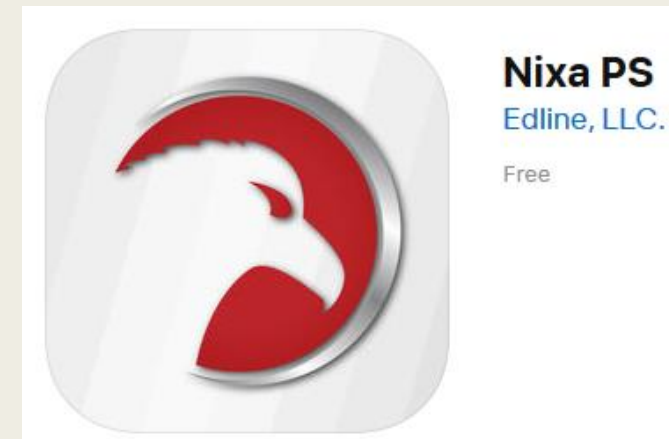


# Nixa Public School Parent Portal



**Instructions for  
Apps and Web Browser**

# Nixa Public Schools (NPS) Smartphone App



**To add the Nixa PS App on your device,**

- **Download or update it at the following links:**
- **Apple and Android stores: [Search for Nixa PS](#)**
- **Once installed, the app will ask if you would like to receive push notifications (this is also a part of your phone's settings). If you would like to, answer "yes"**
- **Click on the Blue icon with the white PS**
- **Login as you would through a web browser**



# DO NOT use this App

## PowerSchool App



**PowerSchool Mobile**

PowerSchool Group LLC

#10 in Education

★★★★☆ 3.0, 174 Ratings

Free

***This App does not house a MULTITUDE of tools that are specific to Nixa Public Schools. Such as:***

- **Missing Assignments**
- **Report Card**
- **Test Scores**
- **Graduation Progress**
- **Account Access**

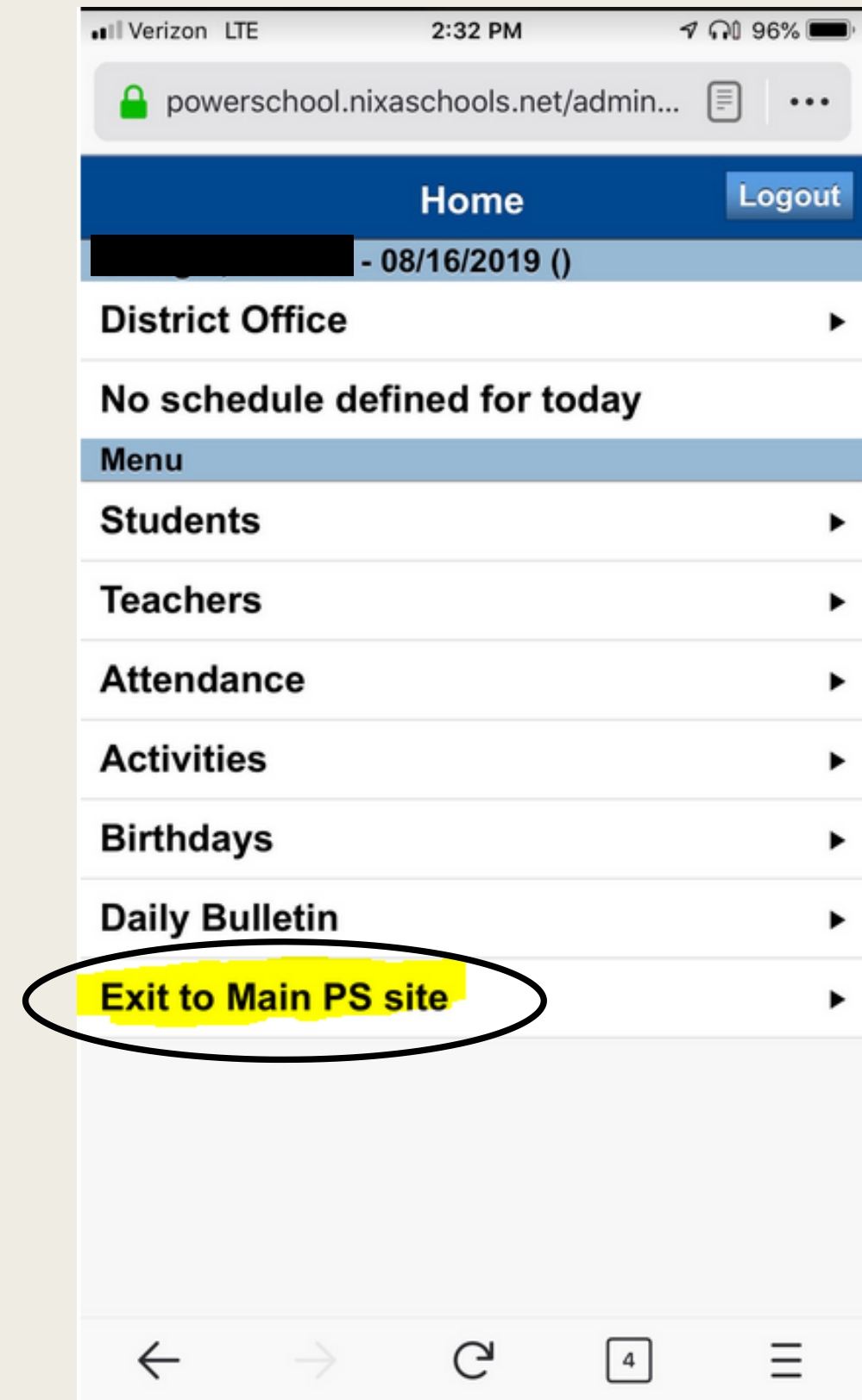


**For your PC/Mac**

**Web Browser URL:**

**[powerschool.nixaschools.net/public/](https://powerschool.nixaschools.net/public/)**

**If the screen to the right appears once you have logged in to your portal, click on or tap the “Exit to main PS site” link. You should then be in your parent portal.**



# Creating your Parent Account

**Complete the “Parent Account Details” section**

**Student’s Access ID and Access Password are obtained from your student’s school**

**Complete the “Link Students to Account” section for all of your 7th – 12<sup>th</sup> grade students**

The screenshot shows a web form titled "Create Parent Account". It is divided into two main sections: "Parent Account Details" and "Link Students to Account".

**Parent Account Details**

- First Name**: Text input field.
- Last Name**: Text input field.
- Email**: Text input field.
- Desired Username**: Text input field.
- Password**: Two text input fields for password creation.
- Re-enter Password**: Text input field for confirming the password.
- Password must:** A note indicating the password should 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**: Text input field.
- Access ID**: Text input field.
- Access Password**: Text input field.
- Relationship**: A dropdown menu with the option "-- Choose".

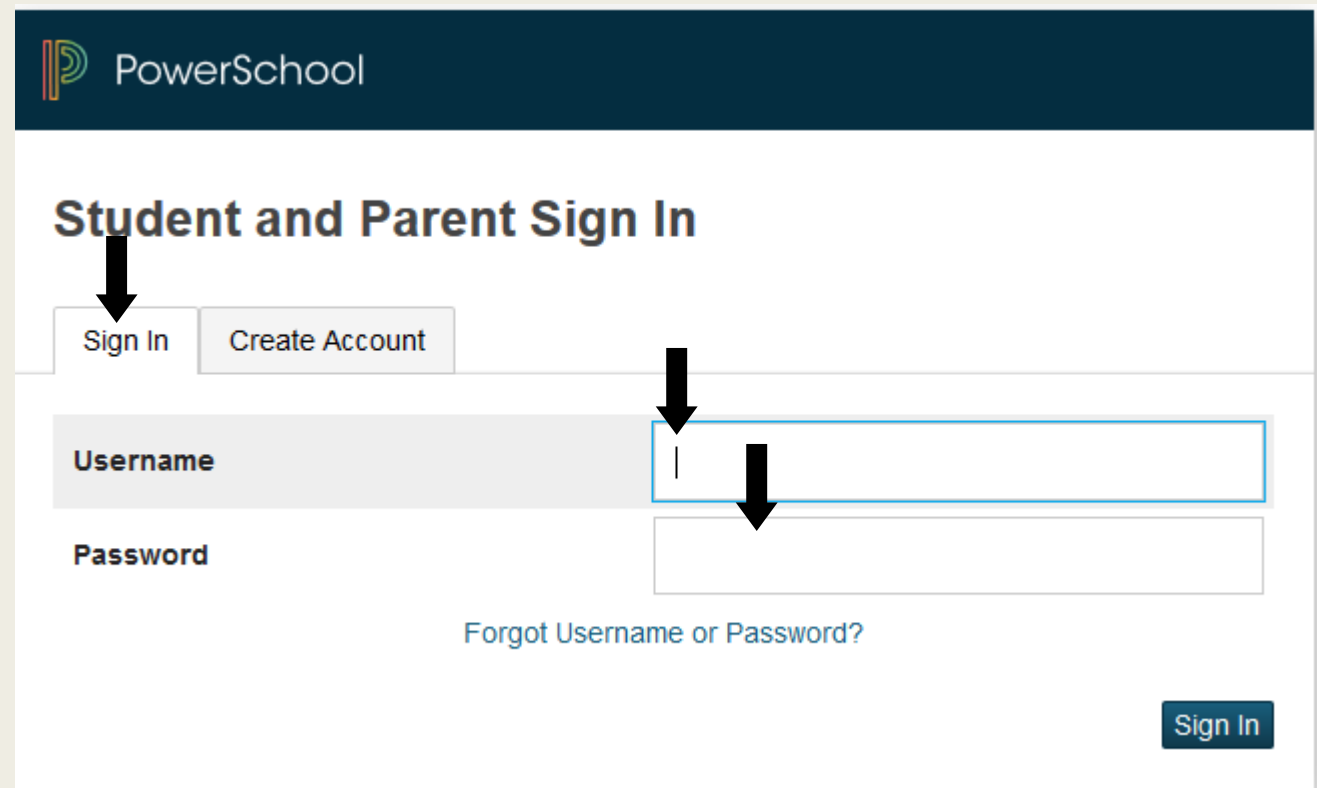
Two black arrows are present: one pointing from the "Parent Account Details" section header to the "First Name" field, and another pointing from the "Link Students to Account" section header to the "Student Name" field.

# Sign in to your Parent Portal

**On the “Sign In” tab**

**Enter the Username  
and Password you  
created in the  
previous slide**

**Keep/secure your  
new username and  
password in a safe  
location for future  
reference**



The screenshot shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Below the tabs are two input fields: "Username" and "Password". A blue box highlights the "Sign In" tab, and an arrow points to it. Another arrow points to the "Username" input field, and a third arrow points to the "Password" input field. Below the password field is a link that says "Forgot Username or Password?". At the bottom right is a "Sign In" button.


# View of Brandon's Account (Linked Student #1)

PowerSchool


Brandon

Les


Navigation




Grades and Attendance




Grade History



Attendance History



Email Notification



Teacher Comments

Grades and Attendance

Standards Grades

Grades and Attendance: Sam, Brandon P

Email Brandon's teachers

Exp	Last Week					This Week					
	M	T	W	H	F	M	T	W	H	F	
1(A)	.		.		.		.		.		Journalism



# View of Les' Account (Linked Student #2)

**PowerSchool**

Brandon **Les**

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Release

Grades and Attendance | Standards Grades

## Grades and Attendance: Steffes, Les V

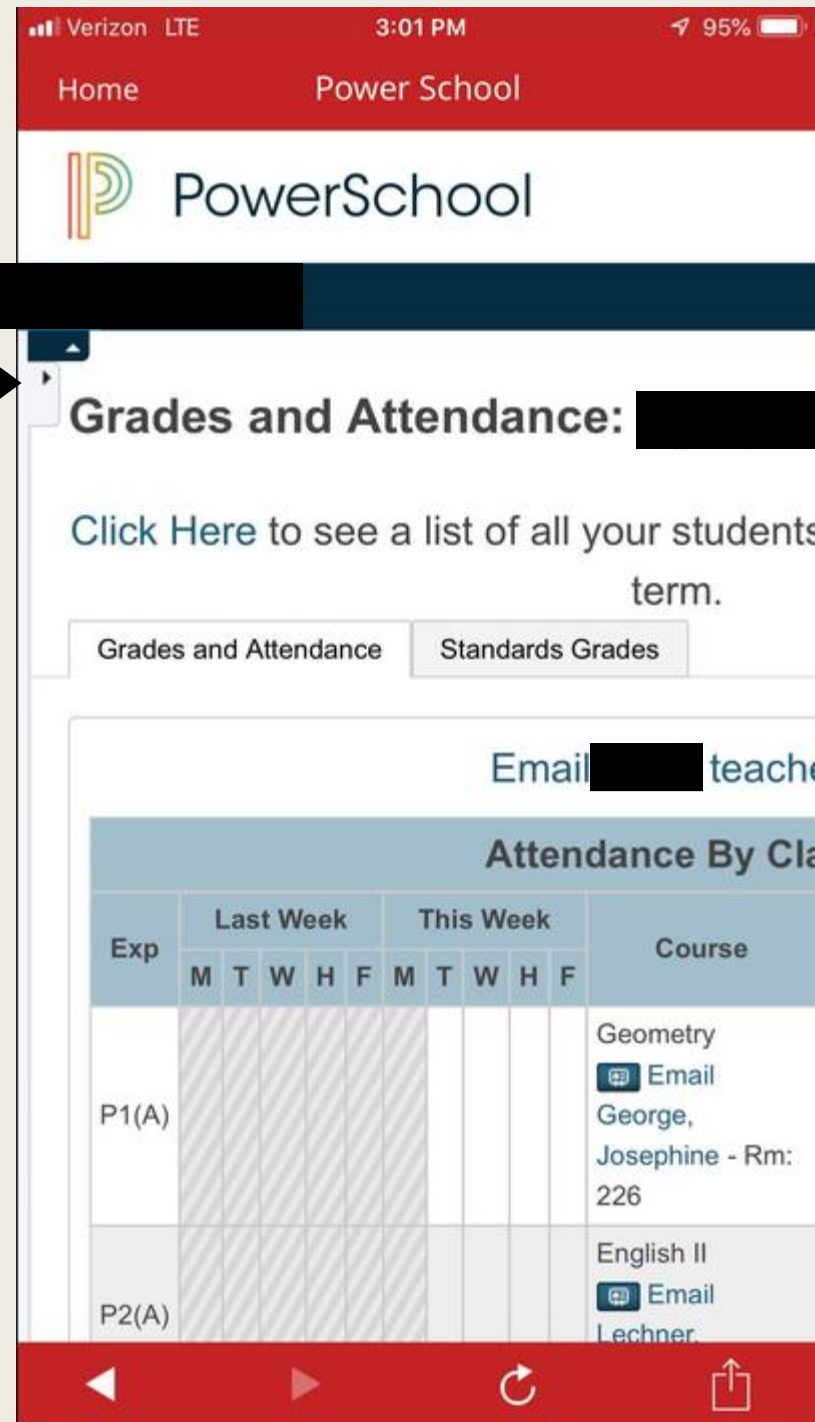
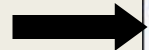
[Email Les' teachers](#)

Exp	Last Week					This Week					Course
	M	T	W	H	F	M	T	W	H	F	
2(A)	.		.		.		.		.		U.S. History Higgins, Theodore X
3(A)	.		.		.		.		.		Health 9 Swaney, Jim H

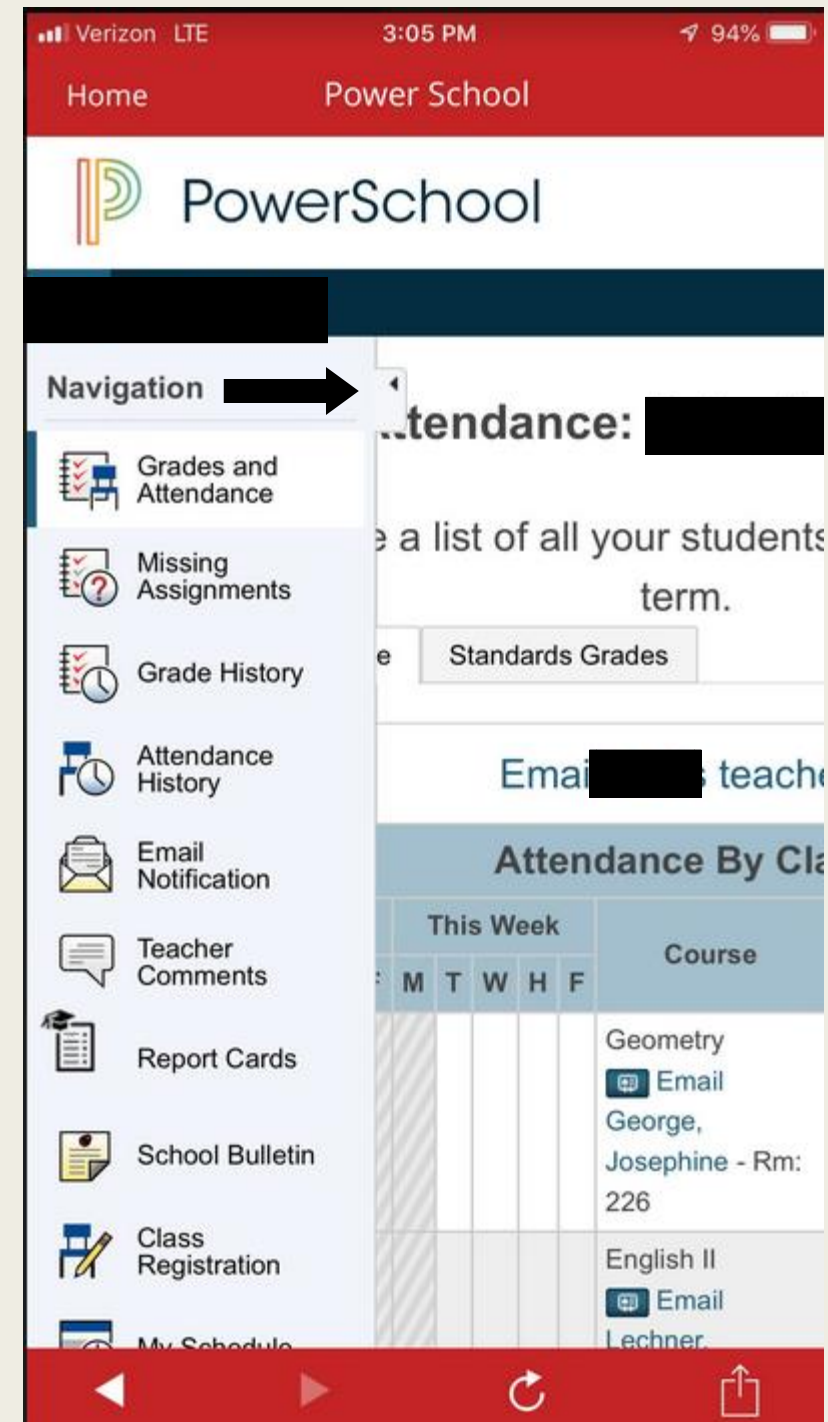
# Locating Navigation Pane On Smart Phone

Tap on the small black right directional arrow at

the right to slide the Navigation drawer out for viewing



Drawer is out for viewing



# Setting/Changing Account Preferences



**Navigation**

- Grades and Attendance
- Missing Assignments
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Report Cards
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences
- Test Scores
- Graduation Progress
- Access Logs

**Profile** ←

## Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	<input type="text" value="Roger"/>
Last Name:	<input type="text" value="Sprik"/>
Email:	<input type="text" value="rsprik@vcschools.org"/>
Select Language	<input type="button" value="Select a Language"/>
Username:	rsprik 
Current Password:	***** 

← **To change First/Last Name, Email Address, Username and Password**

# Adding Students to your Account Preferences

**Navigation**

- Grades and Attendance
- Missing Assignments
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Report Cards
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences
- Test Scores
- Graduation Progress
- Access Logs

Profile **Students**

## Account Preferences - Students

To add a student to your Parent account, click the ADD button.

**My Students** Add +

Brandon Sam

Les Steffes

Indicate YOUR relationship to the student

**Add Student**

**Student Access Information**

Student Name
















Access ID

Access Password

Relationship

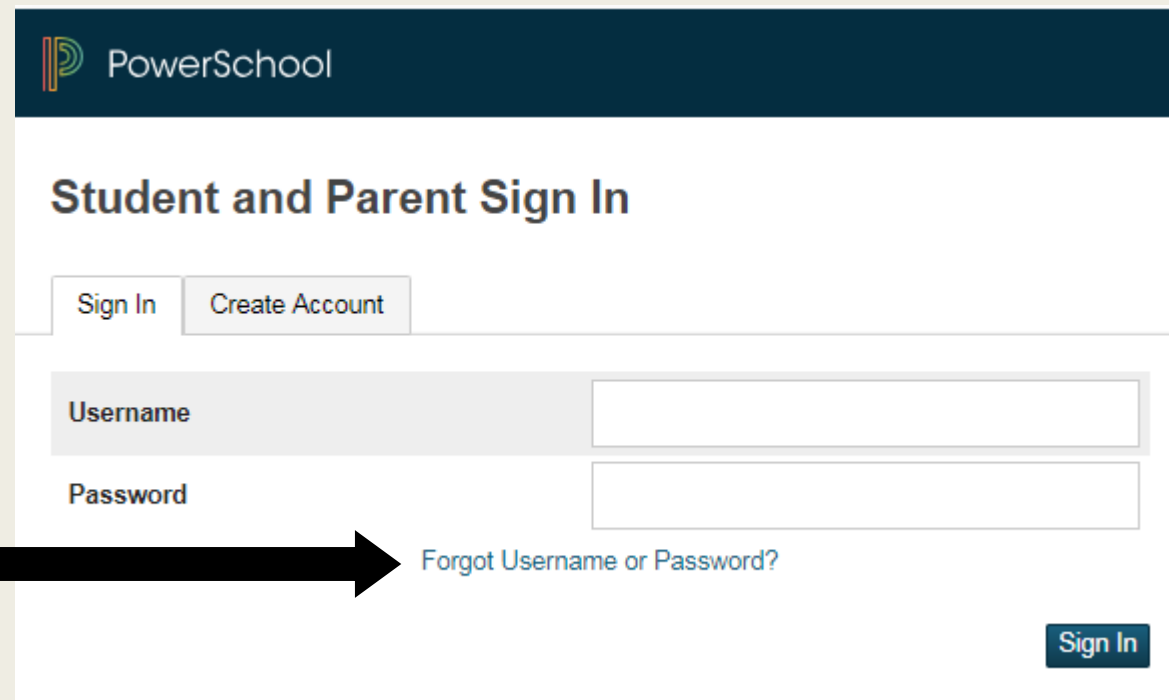
Cancel OK

# Parent Portal Tools

Navigation	
 Grades and Attendance	← Click on class grade or percentage to see assignments
 Missing Assignments	← Shows missing assignments across all classes
 Grade History	← Previous semesters/years grades
 Attendance History	← Attendance across all classes all semester
 Email Notification	← Set when and what email notifications you receive
 Teacher Comments	← See comments by grading period (if provided by teacher)
 Report Cards	← Progress Reports and Report Cards are stored here
 School Bulletin	← Building information by school
 Class Registration	← Courses requested Spring of prior school year
 My Schedule	← Student's current schedule
 School Information	← School's address and phone number
 Account Preferences	
 Test Scores	← Student's scores of MAP/EOC/ACT/SAT Scores may not include previous school year due to timing of results
 Graduation Progress	← High School students ONLY
 Access Logs	← Shows when Student and Parent accessed the portal

# Need Assistance?

“Forgot Username or Password?” link works only if you use the email associated with your parent portal.



PowerSchool

## Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

**For assistance, contact Jenni McCarthy**  
**jennimccarthy@nixaschools.net**  
**417-724-6440**



# Nixa Public School Parent Portal



**For assistance, contact Jenni McCarthy**  
**[jennimccarthy@nixaschools.net](mailto:jennimccarthy@nixaschools.net)**  
**417-724-6440**