



Kaukauna Area School District

Parent Portal Accounts

The Kaukauna Area School District provides a Parent Portal Account for guardians. The parent portal allows you the opportunity to view a calendar of events, schedules, attendance, grades, health, fees, to do lists, reports and household information for students you are a guardian for.

How to Request An Account?

1. **Visit** our district website at **www.kaukauna.k12.wi.us**
2. Click on the Parents/Students tab
3. Click on the “if you need a login for parent portal click [here](#) to send an email to ParentPortal@kaukauna.k12.wi.us”
4. Include in the email what you would like your password to be (must be 10 characters)
5. You will receive an email back with your username and password (within 5 school days)

Managing your account:

1. After logging into the parent portal
2. Click on Account Management (down left hand side) and you can change your password
3. Click on Contact Preferences
 - a. You can change your main email address if needed
 - b. Provide a second email address
 - c. Check the all the ways you would like to be contacted through the messenger system
*****Note you can now be contacted via text messaging.**
4. Click on Household Information and you can update:
 - a. Home phone number
 - b. Household Address
5. Click on Family Members and you can update:
 - a. Household member information
 - b. Emergency contact information.