

# SMS Login Instructions

Welcome to the PowerSchool SMS Student Management System!

Please use the following Username and Password to access SMS for the first time:

**SMS Username:** gohanapa (Active Directory Username)

**SMS Password:** Password!@ (A temporary password will be provided by SISOps or Helpdesk)

## Supported Browsers:

- Safari for Mac users (Macintosh)
- Firefox for PC users (Windows-based : Firefox v17 and above)

## To access SMS for the first time:

- Open an Internet browser (Firefox on a PC, Safari on a Mac)
- In the address bar enter: <https://kpsmsweb.ksbe.edu/PowerSchoolSMS>
  - \*Save this address as a bookmark, favorite or shortcut for future use!
- Enter your SMS Username in the User ID field
- Enter the SMS password you were assigned in the Password field
- Select link : Reset your password?
- Enter your desired SMS password in the New password field
- Confirm your new password by re-entering it into the Confirm password field
- Click the Log On button to set your password and access SMS

## SMS password requirements:

- minimum of 8 characters
- contains at least 1 capital letter,
- contains 2 special characters (for example !@#\$%&\*)
- characters cannot repeat more than 3 times

## Multiple Roles:

If multiple roles were created for your account, you may need to change which role you are viewing at a time.

- To do this, Click “Role” on the top right corner of your screen.
- Select the role you wish to use.
- To change the default view, under *Actions*, select “Change Default Role”.

If you have any questions or concerns, please contact the Help Desk at 523-6370 or [help@ksbe.edu](mailto:help@ksbe.edu).

Additional resources may be found online at <http://blogs.ksbe.edu/sms/>

Mahalo,  
Student Information System Operations (SIS Ops) Team  
Kamehameha Schools