



POWERSCHOOL

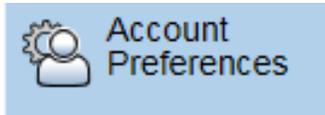
Adding New Students to Existing Parent Account

PowerSchool is a website which allows parents and students to access grades and attendance online, anytime – in real time! You will need the letter from your child’s school (one letter per child) containing his or her unique access id and password from a letter sent home at the beginning of school. If you still need this Access ID and Password, please contact **Patricia Jones** in the Helpdesk at patricia.jones@maryville-schools.org.

Adding a student to an *existing* PowerSchool account

(Follow these instructions if you already have a PowerSchool account from last year and you need to add a new student.)

1. Open your web browser and go to <http://ps.maryvillecityschools.k12.tn.us>
2. Enter your existing User Name and Password and click Submit.
3. Under Navigation, choose “Account Preferences.”



4. Click the “Students” tab. You should see students already associated with your account under.
5. Click the Add button on the right.
6. Enter the information for your child using information **exactly as it appears on the letter.** Then click Submit.

7. Follow steps 5 and 6 to add any other additional children.

Thank you for using Maryville City School’s PowerSchool portal!