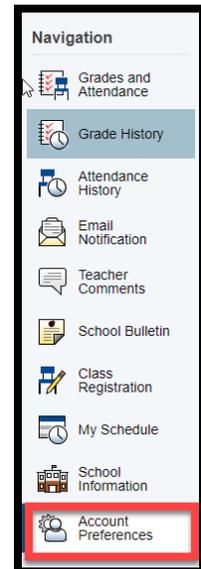
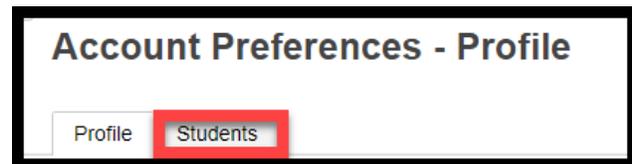


PowerSchool Parent Portal: Adding a Student to an Existing Account

1. Using your existing account, login to PowerSchool Parent Portal <https://ps.poquoson.org/public>
2. Select Account Preference from the left pane



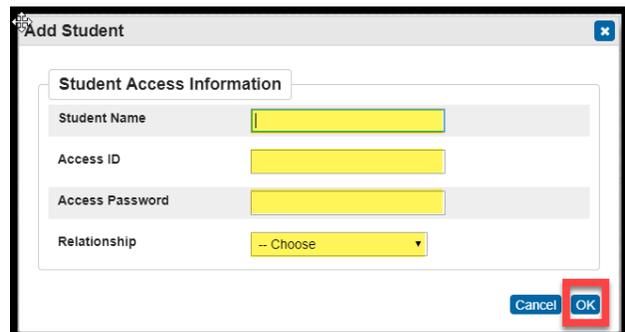
3. Click on the **Students** tab



4. Click **Add** on the far right of the screen



5. Complete the **Add Student** information in accordance to the information from the letter provided by the school and click **OK**

A form titled "Add Student" with a close button (X) in the top right corner. The form is titled "Student Access Information" and contains four input fields: "Student Name", "Access ID", "Access Password", and "Relationship" (a dropdown menu with "-- Choose" selected). At the bottom right, there are two buttons: "Cancel" and "OK", with the "OK" button highlighted by a red box.

6. The student you added should now be listed under the **My Students** section and should additionally have a tab at the top of the page. If you use the app, the student will now be added to the app as well.