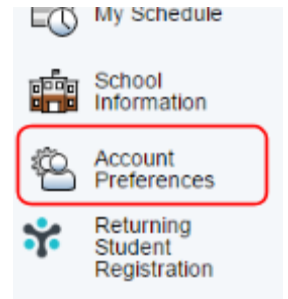


Adding another child to your PowerSchool Parent Portal Account

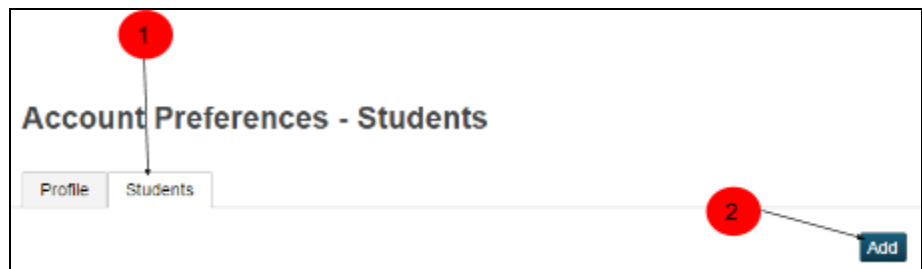
If you already have a PowerSchool Parent Portal account for one or more children but need to add an additional child, please follow the steps below.

1. Go to the PowerSchool Parent Portal account and login using your username and password.

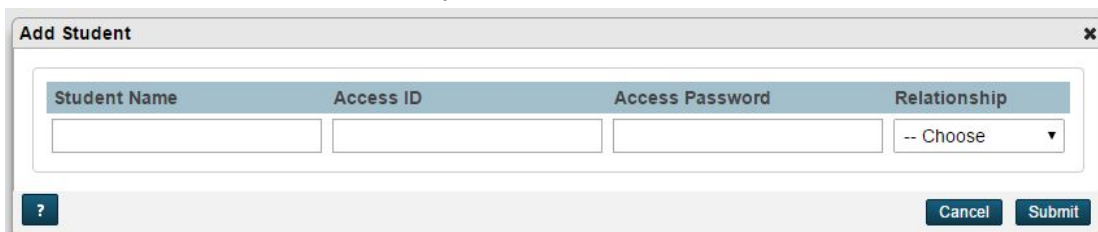


2. Towards the bottom of the left-hand navigation, click on **Account Preferences**.

3. From there, you will then click on the **Students** tab and click the **Add** button to add a student to your account.



4. A small window will pop up. Fill in the blanks for the child you would like to add, which include Name (which should include first and last name), the Access ID and Password provided to you by the district, and your relationship to the child. Once you are done, click **Submit**.



The 'Add Student' window has a title bar with a close button (X). It contains a table with four columns: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. Each column has a corresponding input field. The 'Relationship' field is a dropdown menu with '-- Choose' selected. At the bottom left is a help icon (?), and at the bottom right are 'Cancel' and 'Submit' buttons.

Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

5. Once you have added the child, you will notice that there will be a tab for each child attached to your account.
6. Repeat process for any additional child(ren) you would like to add.