



Adding a Student to Your Existing PowerSchool Account

1. Log in to your PowerSchool Account (<https://powerschool.d15.us/public>)



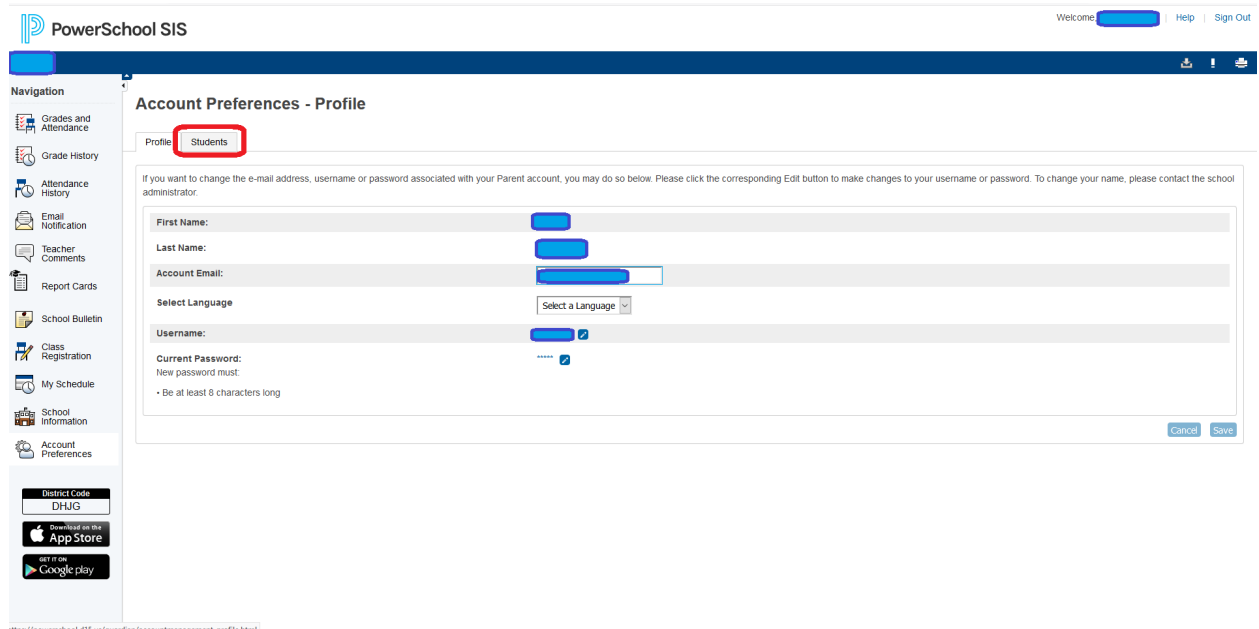
The screenshot shows the 'Student and Parent Sign In' page of the PowerSchool SIS system. It features a dark blue header with the 'PowerSchool SIS' logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The 'Sign In' button is active. The form contains two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forgot Username or Password?'. At the bottom right of the form is a blue 'Sign In' button.

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2. Select Account Preferences

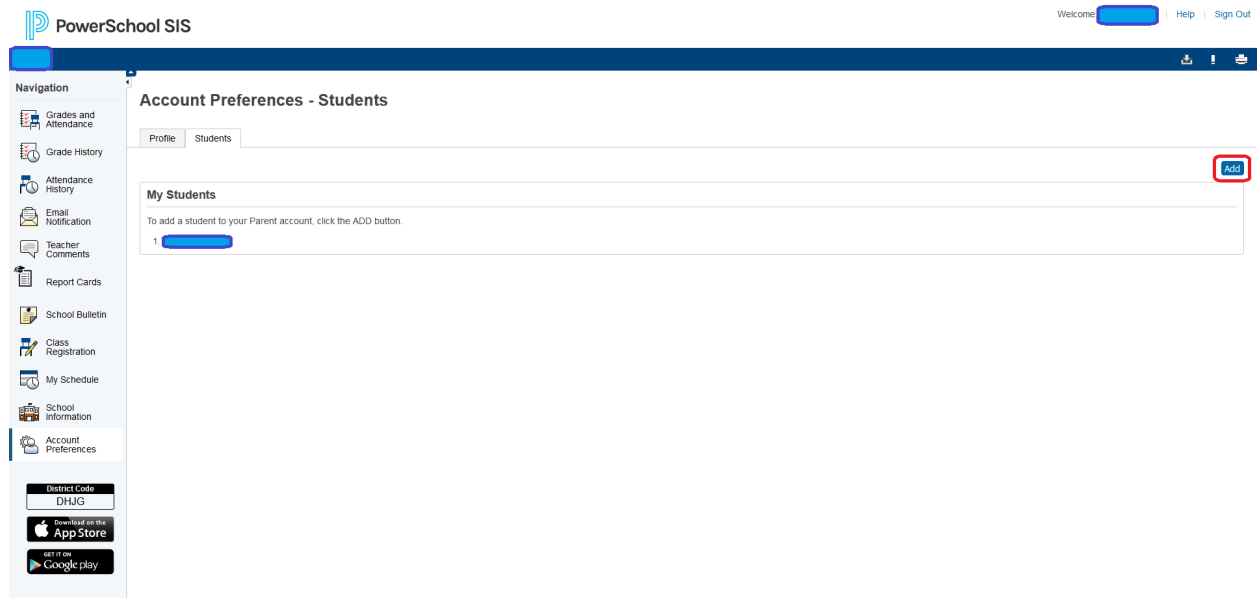
The screenshot shows the 'Grades and Attendance' page in the PowerSchool SIS system. The 'Account Preferences' option in the left-hand navigation menu is highlighted with a red box. The main content area shows a table titled 'Attendance By Class' with columns for 'Exp', 'Last Week', 'This Week', 'Course', 'X1', 'X2', 'T1', 'X3', 'X4', 'T2', 'X5', 'X6', 'T3', 'Y1', 'Absences', and 'Tardies'. The table contains data for various classes, including 0(A), 1(A), 2-3(A), 4(A), 5a(A), 5b(A), 6(A), 7(A), 8(A), and 9(A). The 'Absences' and 'Tardies' columns show counts for each class. The 'Account Preferences' option is highlighted with a red box in the navigation menu.

2. Click Students



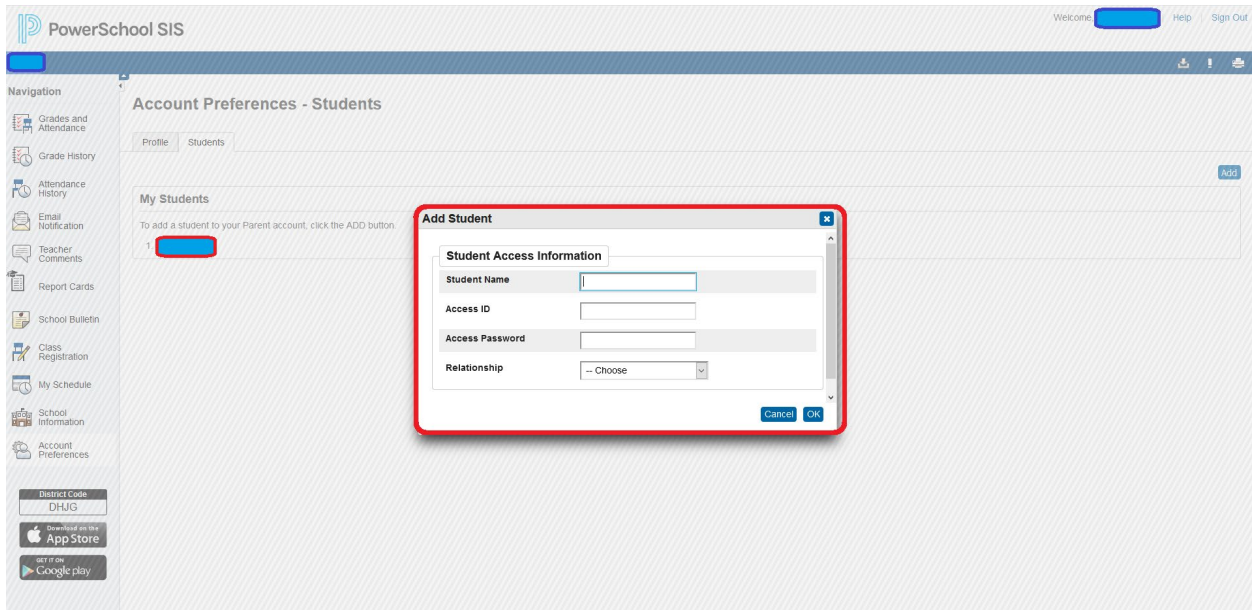
The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo, a user name, and links for Help and Sign Out. A left-hand navigation menu lists various options, with 'Account Preferences' selected. The main content area is titled 'Account Preferences - Profile' and has a sub-tab 'Students' highlighted with a red box. Below the sub-tab is a form for editing profile information, including fields for First Name, Last Name, Account Email, Select Language, Username, and Current Password. A 'Save' button is visible at the bottom right of the form.

3. Click Add



The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo, a user name, and links for Help and Sign Out. A left-hand navigation menu lists various options, with 'Account Preferences' selected. The main content area is titled 'Account Preferences - Students' and has a sub-tab 'Students' highlighted with a red box. Below the sub-tab is a section titled 'My Students' with an 'Add' button highlighted with a red box. The text below the 'My Students' section reads: 'To add a student to your Parent account, click the ADD button.'

4. Enter **Student Name**, **Access ID**, **Access Password**, and **Relationship**



5. **Repeat Steps 4 and 5** to add all students needed

6. You will now see tabs at the top left with each student's name.

