

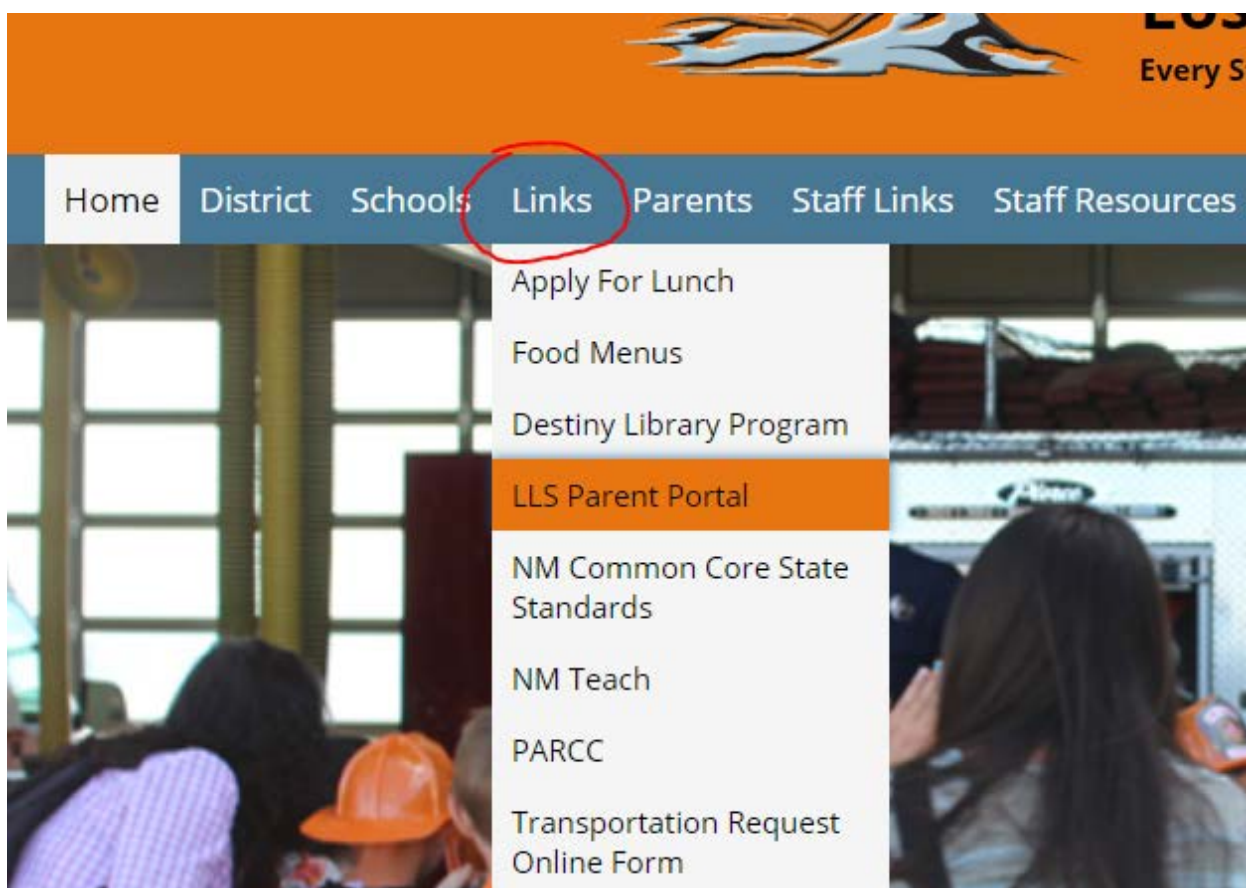
Los Lunas Schools Parent Portal

How to add students to an active account

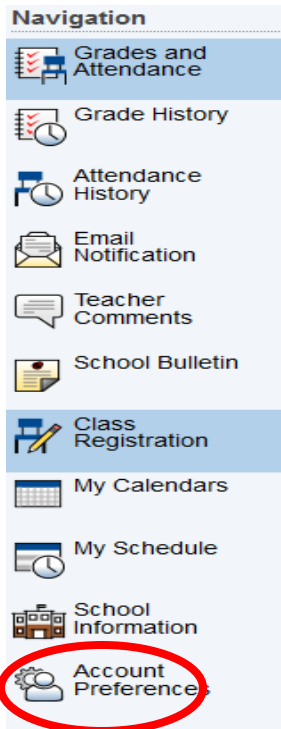
Parents,

To add students to your Powerschool Parent Portal account, you will need your child's access id and password from the school that your child attends or contact Data Support at DataSupport@llschools.net

1. Log into your Parent Portal

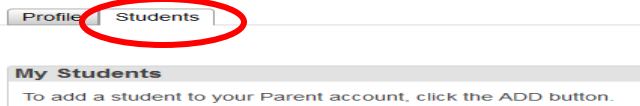


2. Click on the tab that is called **Account Preferences**.

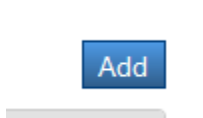


3. Click on the **Students** tab.

Account Preferences - Students



4. Click the Add icon located on the far right side of the screen.



5. Enter the information which is provided to you from your child's school that you are adding or contact Data Support at DataSupport@l1schools.net

For the Relationship, please choose the relationship you are to the student and **click Submit**

A screenshot of a form titled "Add Student" with a close button (X) in the top right corner. The form has four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu with "-- Choose" selected. At the bottom right of the form, there are two buttons: "Cancel" and "Submit".

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

All your students will show up on the top left and you can toggle between students.

Note: Your email used to create a Parent Portal may differ from what we have in our system from previous years, please double check your email by going into the Year Round Update tab to update your email in our systems for future email notifications. (Please see **Update Your Information in Parent Portal via Year Round Update** for details click on Links>Parent Portal from menu bar on the LLSchools.net Home page.)

What if you forget your Login Information?

Simply Contact the School site or Email Data support at datasupport@llschools.net and we will email you the information you will need to reset the password.

Data Support will need the First and Last name of the person who created the account or the name of the student.