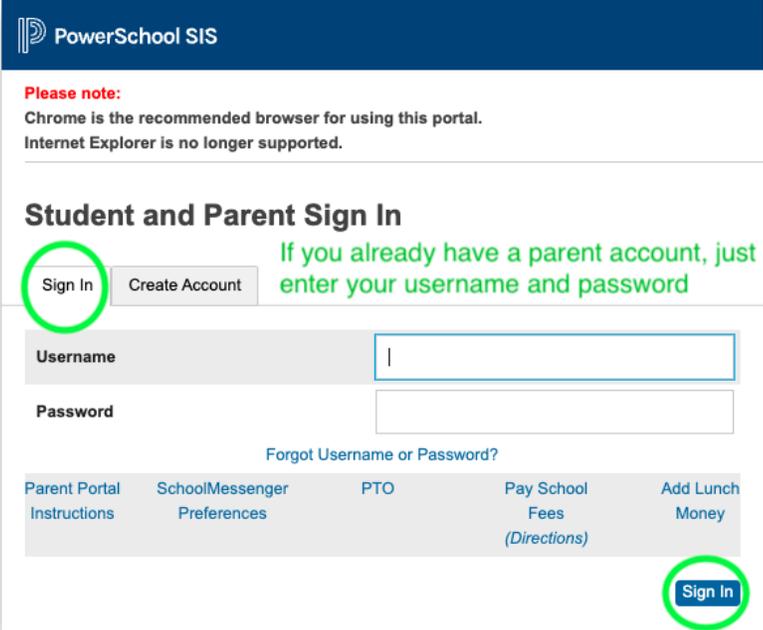


Directions: Add a Student to an Existing Parent Portal Account

Purpose: Parent/guardians use PowerSchool's parent portal to view trimester report cards, see assessment testing results, view bus routes, and register (enroll) students each year.

Step 1:	Copy and paste this link into your browser. The Chrome browser is preferred. https://ps.hawthorn73.org/public/home.html
Step 2:	<p>Sign in using your existing parent portal account (or the one you just created)</p>  <p>Sign In using your existing parent portal account (or the one you just created)</p> <p>PowerSchool SIS</p> <p>Please note: Chrome is the recommended browser for using this portal. Internet Explorer is no longer supported.</p> <p>Student and Parent Sign In</p> <p>If you already have a parent account, just enter your username and password</p> <p>Sign In Create Account</p> <p>Username</p> <p>Password</p> <p>Forgot Username or Password?</p> <p>Parent Portal Instructions SchoolMessenger Preferences PTO Pay School Fees (Directions) Add Lunch Money</p> <p>Sign In</p>
Step 3:	Click on Account Preferences in the left menu Next click on the “Students” tab Then click on the “Add” button

PowerSchool SIS

Miniature Bugs Fester

Navigation

Student ID: 11112844 - Bunny, Bugs Bart

Account Preferences - Students

Profile **Students** 2

Add 3

My Students

To add a student to your Parent account, click the ADD button.

1. Miniature Mouse
2. Bugs Bunny
3. Fester Fake

1

Step 4:

- Copy and paste the **Student Name**, **Access ID**, and **Access Password** from your Pre-Registration Approval Email into the fields.
- Choose your **relationship** to this student
- Click the **OK** button

Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship -- Choose v

Cancel OK

Step 5:

Now you're ready to complete the online registration for this student by clicking "Forms" in the left menu.

[Click here for specific directions for completing the registration forms](#)