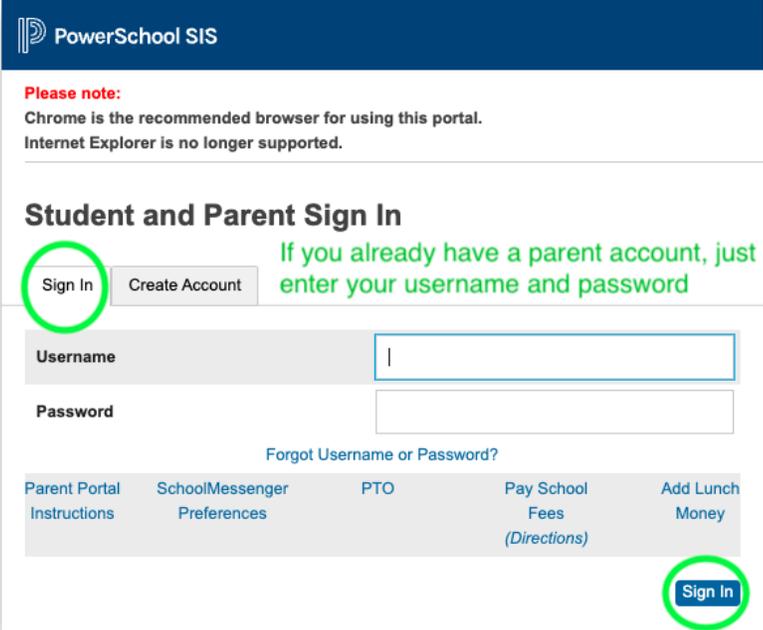**Directions: Add a Student to an Existing Parent Portal Account**

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:	**Sign in** using your existing parent portal account (or the one you just created)
Step 3:	Click on **Account Preferences** in the left menu Next click on the "**Students**" tab Then click on the "**Add**" button

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
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