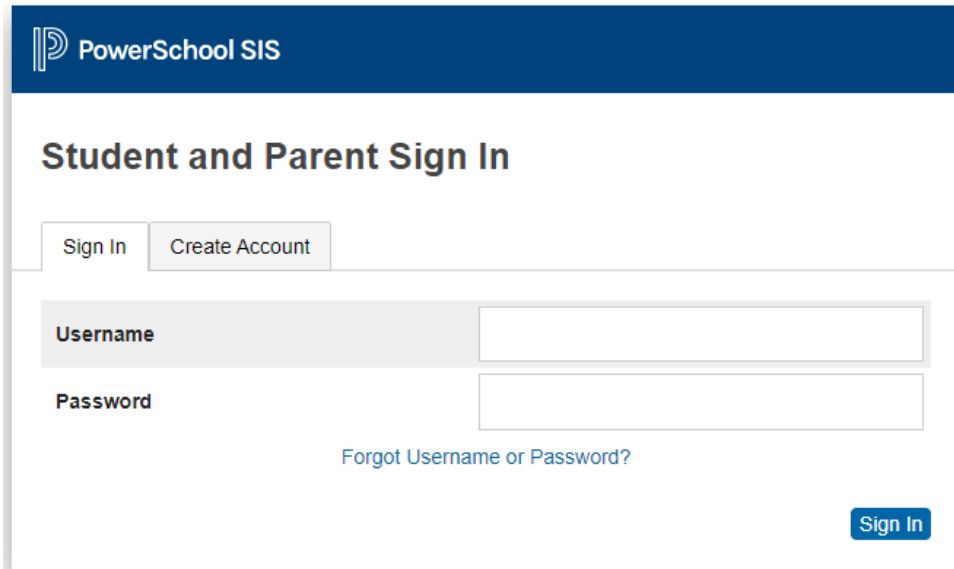


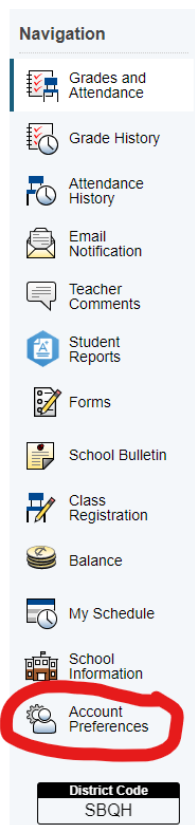
## Instructions for Adding a Student to an Existing PowerSchool Parent Portal Account

- Navigate to the PowerSchool Public Login Page: <https://ansoniaboe.powerschool.com/public>
  - On the Sign In tab, Enter Username and Password for existing account
  - Click Sign In



The screenshot shows the PowerSchool SIS login interface. At the top, there is a dark blue header with the PowerSchool SIS logo. Below the header, the main heading is "Student and Parent Sign In". There are two tabs: "Sign In" (which is active) and "Create Account". Below the tabs, there are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

- Click on "Account Preferences" in the left navigation menu



- Click on the “Students” tab at the top of the page, then click on the “Add” button on the right

## Account Preferences - Students

Profile **Students**

**Add**

**My Students**

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

1. Donald Duck

- Enter your Student’s name, the Access ID, Access Password and your relationship to the student. The Access ID and Access Password can be found at the bottom of the Welcome email you received after your Pre-registration form was approved. Then click “OK”.

**Add Student** ✕

**Student Access Information**

**Student Name**

**Access ID**

**Access Password**

**Relationship** -- Choose ▾

**Cancel** **OK**

- You should get a message that your changes were saved and all of your students should now be listed on the Student’s tab

## Account Preferences - Students

Profile **Students**

**Changes Saved**

**My Students**

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

1. Donald Duck
2. Bart Simpson

- You will now see that both of your students are found in the dark blue Menu bar at the top of the page. This is where you can click to toggle back and forth between your students in your PowerSchool portal

