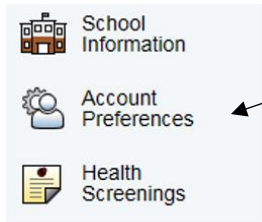


Adding a Child to an Existing Parent Portal Account

1. Log in to the Parent Portal at <https://ps.wcasd.net>
2. Click on **Account Preferences** on the menu on the left.

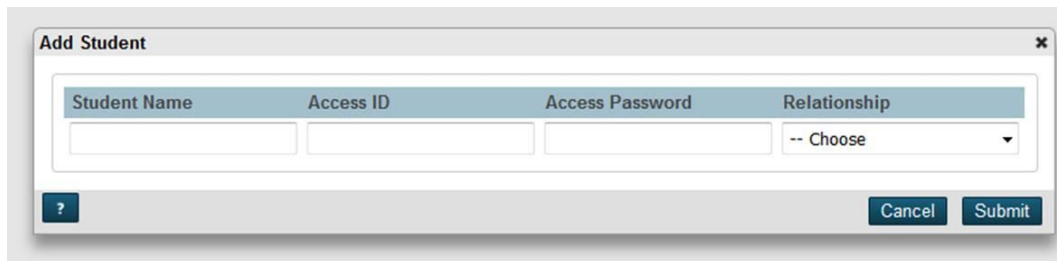


3. Click on the **Students** tab

Account Preferences - Profile



4. Click the **Add** button on the bottom right of the screen.
5. Enter your child's **name**, the **Access ID** and **Password** from your Parent Portal letter that you received from your child's school, select your relationship to the child and click **Submit**.

A screenshot of a 'Add Student' form window. The window has a title bar with 'Add Student' and a close button. Inside, there is a table with four columns: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. Each column has a corresponding input field. The 'Relationship' field is a dropdown menu with '-- Choose' selected. At the bottom left is a help icon (question mark), and at the bottom right are 'Cancel' and 'Submit' buttons.

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