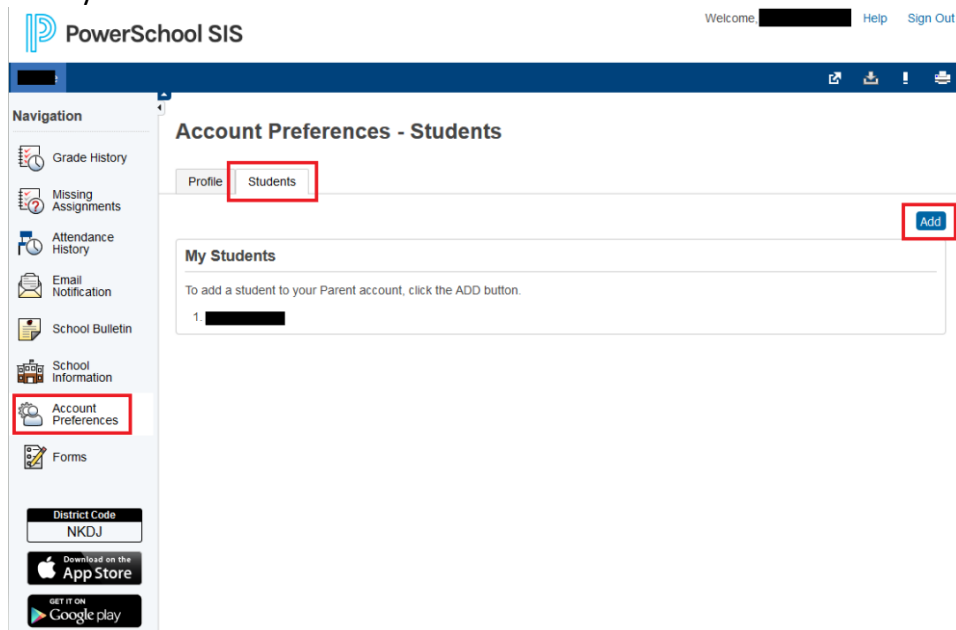


POWERSCHOOL PARENT PORTAL

Adding a Student

1. Access the Parent Portal website: <https://ps.ucs.misd.net/public> and login with your Username and Password.
2. Click on Account Preferences, found in the left navigation menu, then click the Students Tab and finally click the ADD button.



3. In the popup “Add Student” window, enter the Student’s Full Name, and the Access ID and Access Password that you received in the Enrollment Welcome Email or that you obtained from your child’s school. Use the dropdown to select your relationship to this student and click OK.

The screenshot shows a modal window titled 'Add Student'. It contains a section titled 'Student Access Information' with four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu currently showing '-- Choose'. At the bottom right of the window are 'Cancel' and 'OK' buttons.

4. The new student will now appear in the list of My Students as well as the blue navigation bar at the top of the screen. Repeat the Add step for any additional students who need to be added to your account.