


Adding a Student to an Existing PowerSchool Account

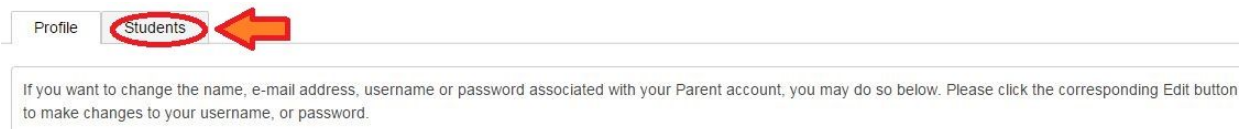
Step 1. On the opening page, choose Account Preferences on the navigation bar.



Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences**

Step 2. Choose the “Students” tab.



Profile **Students**

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

Step 3. Click the “Add” button.

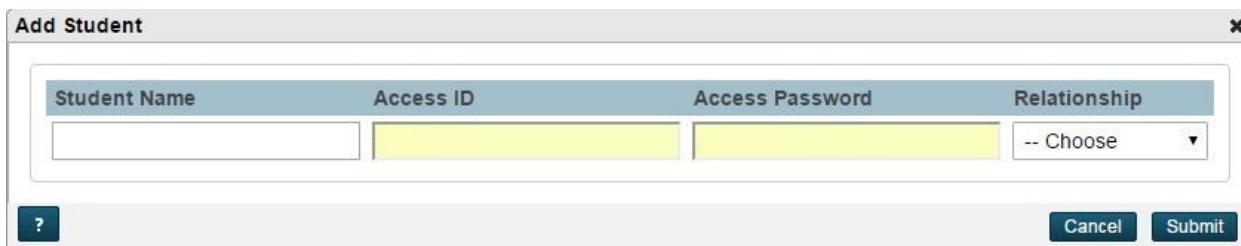
Account Preferences - Students



Profile Students

Add

Step 4. Fill in boxes using new student’s name and the Access ID and Access Password you were given by the school. Choose the relationship between yourself and the student.



Add Student

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

? Cancel Submit