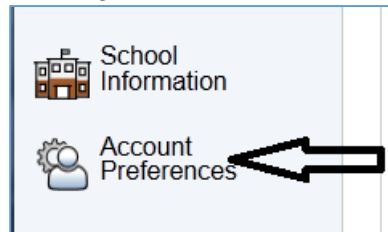


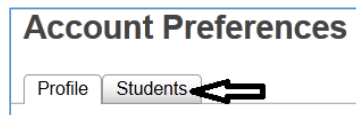
Adding another student to your PowerSchool Parent Account

Here is how to add another student to your PowerSchool Parent account:

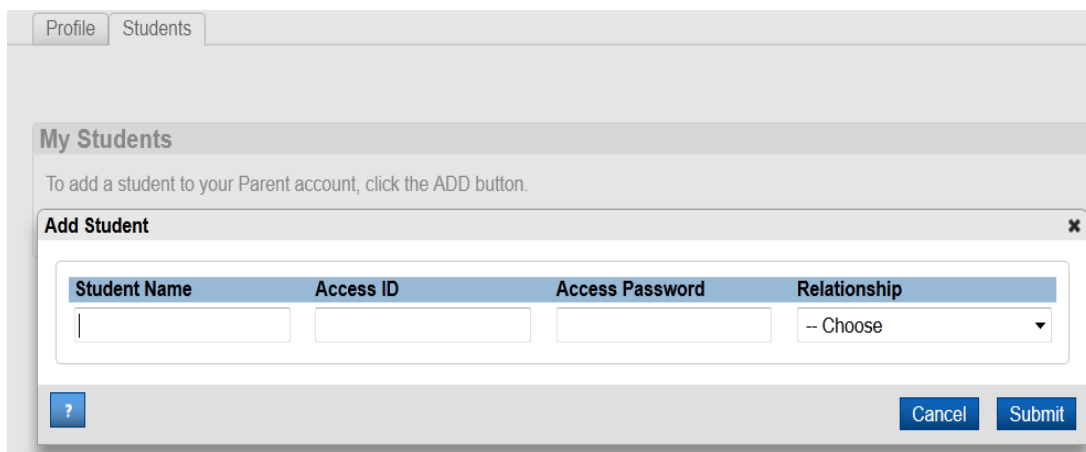
- 1) Go to the school and ask for the PowerSchool letter for that child. You do not have to go to that child's school if the school attended by another one of your children is more convenient. You will need to provide a photo id – usually a driver's license.
- 2) Once you have that letter with the codes, log on to your PowerSchool parent account.
- 3) From the Navigation menu, select Account Preferences.



- 4) Click on the Students tab



- 5) On the new screen, click on the blue **Add** button
- 6) Enter the student's name (you can enter just the first name or a nickname if you wish). Then enter the Access ID and the Access Password from the letter. Select the relationship (mother, grandfather, father – whatever is appropriate) Click the blue Submit button

A screenshot of the 'Add Student' form in the PowerSchool Parent Account. The form is titled 'Add Student' and has a close button (X) in the top right corner. It contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with '-- Choose' selected. Below the form are two buttons: 'Cancel' and 'Submit'. A blue button with a question mark (?) is also visible in the bottom left corner.