

PowerSchool

Parent Portal

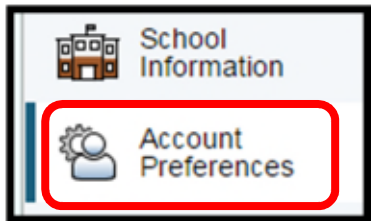
Adding a new student to an existing parent/guardian portal account

1. Login to a parent portal with your existing username and password



A login form with two input fields. The first field is labeled "Username" and the second is labeled "Password". Both fields are empty and have a light gray background.

2. Go to **Account Preferences** screen



A navigation menu with two tabs. The first tab is labeled "School Information" and has a school building icon. The second tab is labeled "Account Preferences" and has a gear icon. The "Account Preferences" tab is highlighted with a red border.

3. Click on a **Students** tab



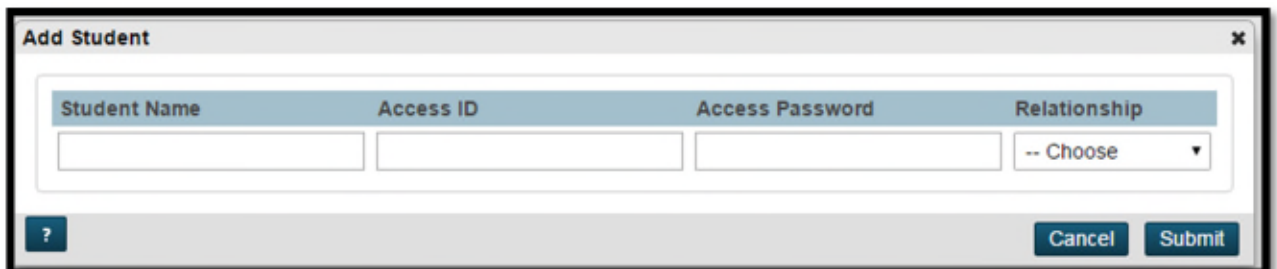
A screen titled "Account Preferences - Students". There are two tabs: "Profile" and "Students". The "Students" tab is highlighted with a red border.

4. Click **Add**



A screen titled "Students" with a table and an "Add" button. The "Add" button is highlighted with a red border.

5. Enter Student Name, Access ID and Access Password provided from student's attending school



A dialog box titled "Add Student" with a close button (X) in the top right corner. It contains a table with four columns: "Student Name", "Access ID", "Access Password", and "Relationship". Each column has an input field. The "Relationship" field is a dropdown menu with "-- Choose" selected. At the bottom left is a help icon (?), and at the bottom right are "Cancel" and "Submit" buttons.

6. Submit