



## How to Add a Student to an Existing Parent Account

Before you can add an additional student to your existing account, you must have the new student's Access ID and Password. You can obtain this from your student's school.

PowerSchool	
Student and Parent Sign In Sign In Create Account	STEP 1. Log into your Parent PowerSchool account.
Username	
Password	
Forgot Username or Password?	
Comments   School Bulletin   Registration   Image: School Information   School Information   School Preferences	STEP 2. Select the Account Preferences option from the Navigation menu (should be the last option

PowerSc	hool		STEP 2.
loah Sharise			Click the <b>Students</b> tab
lavigation	Account Preferences - Stu	Idents	
Grades and Attendance			
Grade History	Profile Students		
-0			
	<u> </u>		<u>STEP 3.</u>
			Click the <b>Add</b> button on
			the right hand side.
	Add		
dd Student		×	CTED 4
			SIEP 4.
Student Access I	nformation		Access ID and password
Student Name			(as found on the first
Access ID			page of your letter, not
Access Password			on the second page) and
Relationship	- Choose 🔻		enter your <b>Relationship</b> to
			your child.
		Cancel OK	
		_	
dd Student		×	
Student Access I	nformation		<u>SIEP 5.</u> Click OK
Student Name			
Access ID			
Access Desnword			
Access Password			
	Choose 🔻		
Relationship			
Relationship		Cancel OK	
Relationship			
Relationship			
Relationship			