

Adding Students to an Existing Powerschool Parent Portal Account

To add a new student to an existing Powerschool Parent Portal account, please follow these steps:

1. Log into the Parent Portal.
2. In the menu on the left, click on Account Preferences
3. On the Account Preferences screen, click on the Student tab
4. On the Student screen, click on the Add button on the right side

Note: If you didn't receive a letter with your student's Access ID and password or misplaced it, please contact your school office and they can provide you with a copy of the letter.

5. In the Student Name box, type in your student's name as listed in the letter you received from the school
6. Tab to the Access ID box and type in the Access ID listed in your letter.
7. Tab to the Access Password box and type in the Password listed in your letter.
8. Click twice in the Relationship box and click on the appropriate relationship.
9. Finally click the Submit button.

Add Student

Student Name	Access ID	Access Password	Relationship
Student Name	Access ID in letter	•••••	Pick from drop down list

? Cancel Submit