

PowerSchool Parent Portal

Adding an Additional Student to your Existing Account

STEP 1: Log-Into the [PowerSchool Portal](#) using your existing user name and password. If you have forgotten your username or password, select *"Having trouble signing in?"* on the log in page.

STEP 2: Click on the **Account Preferences icon**, located on the Navigation sidebar on the left of the screen. Click on the Students Tab. Then, click Add and a new window will open for you to enter the student's name, Access ID, and Access Password.

The screenshot shows the 'Account Preferences - Students' page. On the left is a 'Navigation' sidebar with icons for 'Grades and Attendance', 'Grade History', 'Attendance History', and 'Email Notification'. The main content area has two tabs: 'Profile' and 'Students'. Below the tabs is a section titled 'My Students' with the instruction: 'To add a student to your Parent account, click the ADD button.' A dark blue 'Add' button is located in the top right corner of the 'My Students' section and is circled in orange.