



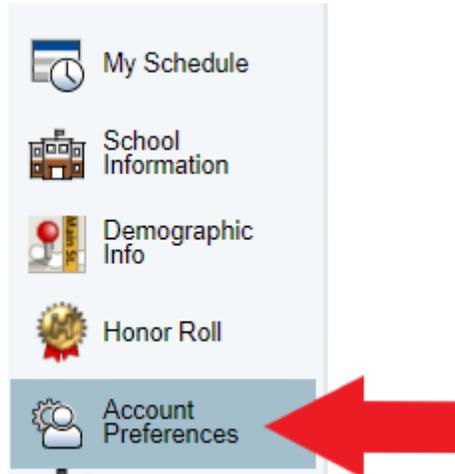
PowerSchool

# LINKING STUDENTS TO YOUR EXISTING PARENT PORTAL ACCOUNT

If you need to link additional students to your existing Parent Portal account, follow these steps. Please use the desktop version of the Parent Portal for this process.

## STEP ONE

Log in to your Parent Portal account and click on "Account Preferences."



## STEP TWO

Click on the "Students" tab on the Account Preferences page.

### Account Preferences - Profile



## STEP THREE

Click "Add" on the right side of the screen.

Account Preferences - Students



## STEP FOUR

Enter the student's name, Access ID, Access Password and your relationship. The Access ID and Access Password are provided to new students at orientation. If you didn't receive them, please contact your school office. Then click OK.

**Add Student**

Student Access Information

Student Name

Access ID

Access Password

Relationship

Cancel OK

Questions about the PowerSchool Parent Portal? Contact your child's school office.