

HOW TO ADD A STUDENT TO YOUR EXISTING POWERSCHOOL PARENT ACCESS ACCOUNT

1. Log in to your account.
2. Click on Account Preferences. (Under Navigation on the left side of the screen.)
3. Click on the Students tab, then click on the Add button.

Account Preferences - Students

Profile **Students**

Add

My Students

To add a student to your Parent account, click the ADD button.

Navigation

- Grade History
- Attendance History
- Email Notification
- Account Preferences**
- Honor Roll
- My Schedule
- School Information

4. Fill in the student's name, access id, access password and choose the correct relationship from the drop down; then click Submit.

Add Student

Student Name	Access ID	Access Password	Relationship
Mary Sue Doe	p999999	Stepdaught ▼

? Cancel Submit

5. The newly added student should show up on your account very soon. If you get an error message when you click Submit, please call that student's school to report the problem. To correct the problem on our end, we will need to know your name and the student's name; and your phone number or email address.