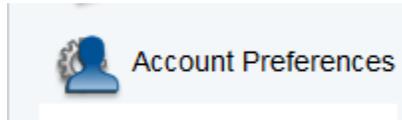


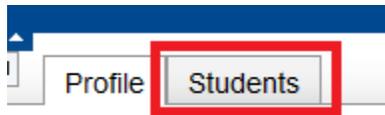
## Adding a new student record to an existing Parent Portal Account

These instructions are intended for parents/guardians who have already created an account on the PowerSchool Parent Portal, and need to add an additional student record to the account for visibility in the Parent Portal.

- Log into the Parent Portal
- Click on the **Account Preferences** icon on the left side of the screen.



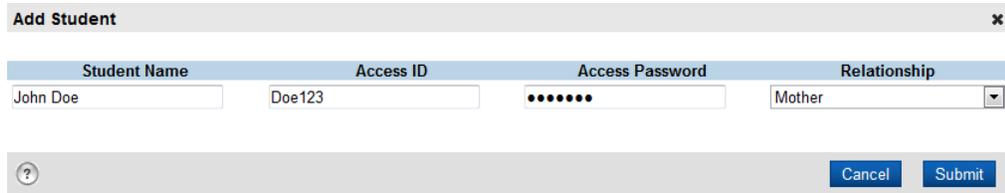
- The *Account Preferences – Profile* screen will appear.
- Click on the **Students** tab in the middle of the page.



- The *Account Preferences – Students* screen will appear, showing the user the students currently linked to the account.
- Click on the **Add** button on the right side of the page.



- The *Add Student* window will appear. Enter the **Student Name**, **Access ID** and **Access Password** (provided by the school), and **Relationship** to the student. Click **Submit** after all fields are completed.

A screenshot of a modal window titled "Add Student" with a close button (x) in the top right corner. The window contains four input fields: "Student Name" (with "John Doe" entered), "Access ID" (with "Doe123" entered), "Access Password" (with masked characters "••••••"), and "Relationship" (a dropdown menu with "Mother" selected). At the bottom of the window are "Cancel" and "Submit" buttons.

Student Name	Access ID	Access Password	Relationship
John Doe	Doe123	••••••	Mother

- The new student record is now added to the user's account.