



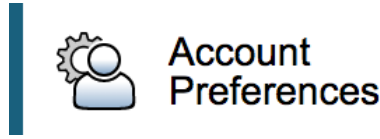
PowerSchool

# LINKING STUDENTS TO YOUR EXISTING PARENT PORTAL ACCOUNT

If you need to link additional students to your existing Parent Portal account, follow these steps.

## 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 - Students

Profile Students

## STEP THREE

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

### Account Preferences - Students

Profile Students

Add

## STEP FOUR

Enter the student's name, Access ID, Access Password and your relationship. The Access ID and Access Password are provided to families in the Welcome to the Parent Portal email or from their schools after enrolling. 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.