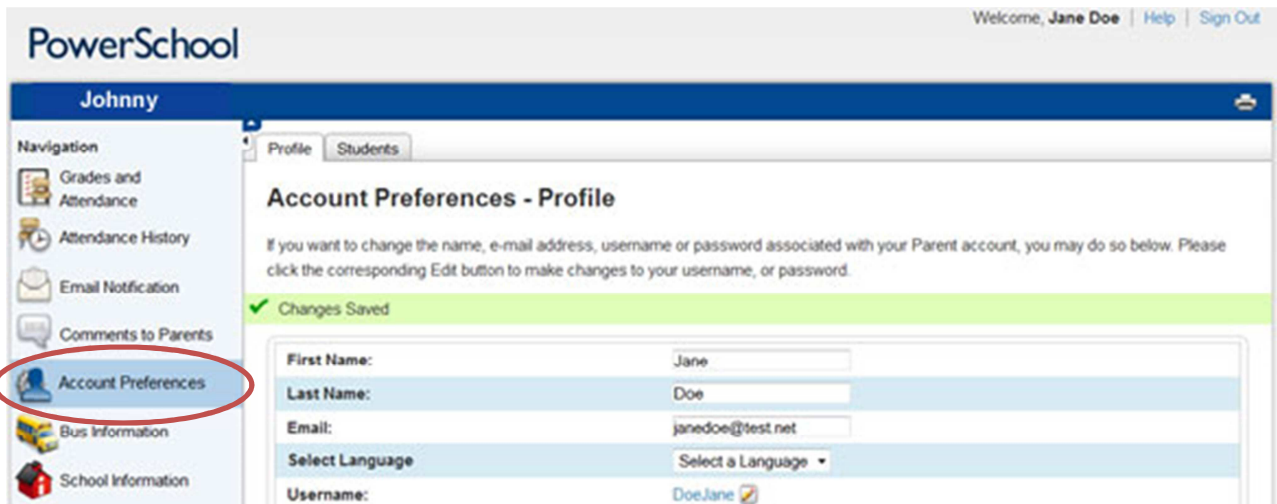
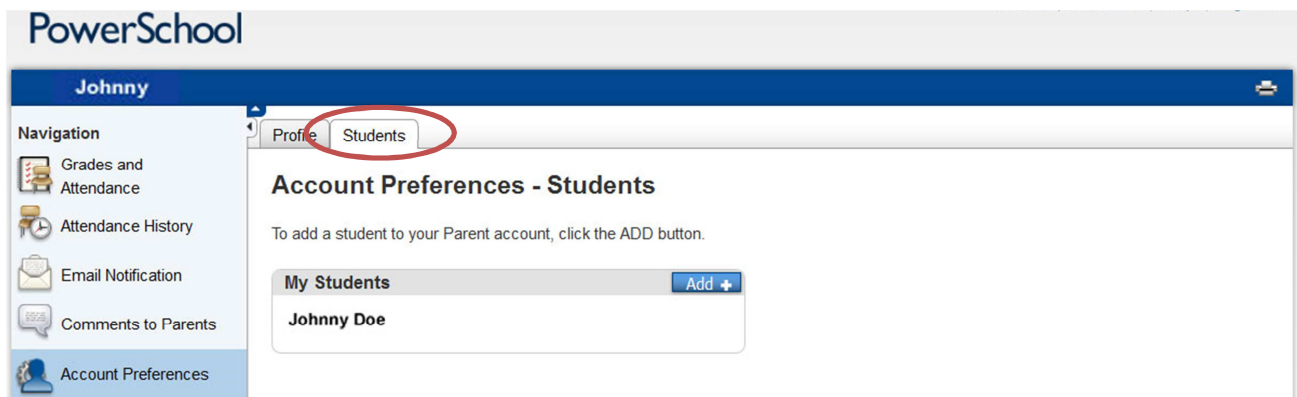


# Add Another Student to Existing Parent Portal Account

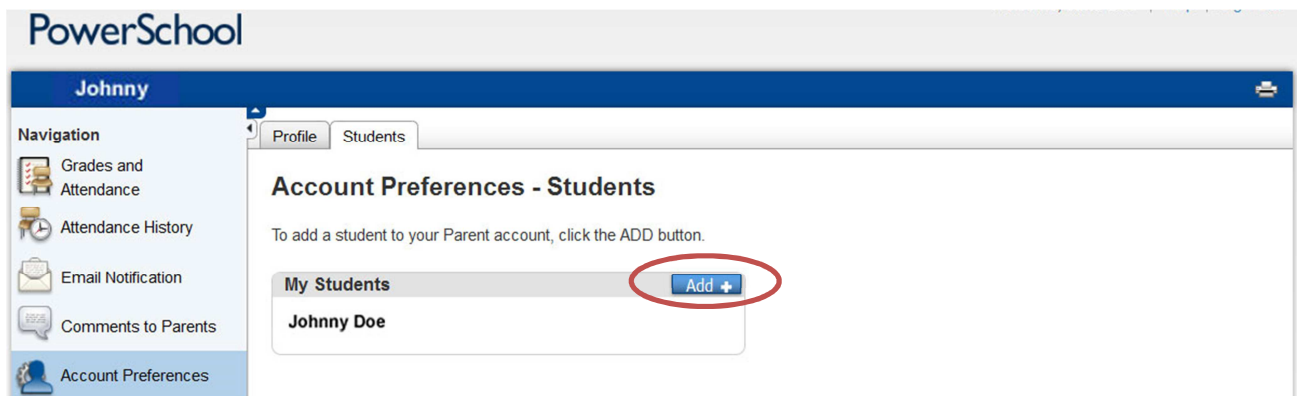
1. **Login** to your existing Parent Portal Account.
2. Click on **Account Preferences**.



3. Click on the **Students** tab.



4. Click on the **Add** button.



## Add Another Student to Existing Parent Portal Account

5. Enter **Student Name**, **Access ID**, **Access Password** and **Relationship** then click **Submit**.  
Access ID and Access Password must be obtained from the school your child is attending.

Student Name	Access ID	Access Password	Relationship
Janet Doe	DOE852	XQOYM	Mother

Buttons: Cancel, Submit

6. Switch between children by clicking on their name at the top of the screen.

PowerSchool | Welcome, Jane Doe | Help

Johnny Janet

Navigation: Grades and Attendance, Attendance History, Email Notification, Comments to Parents, Account Preferences, Bus Information

Profile | Students

### Account Preferences - Students

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

✓ Changes Saved

My Students [Add +]

- Johnny Doe
- Janet Doe