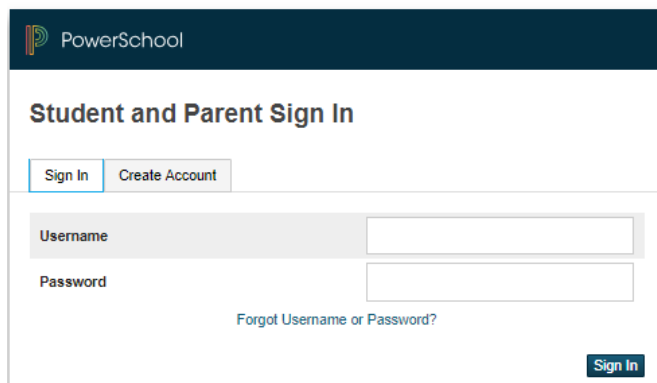
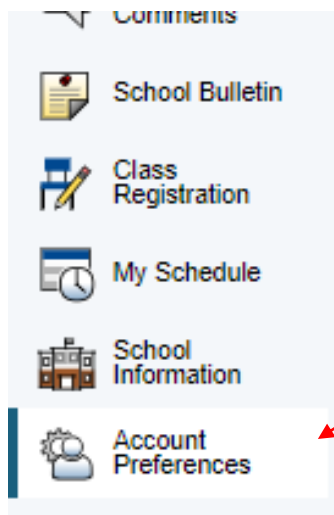


## How to Add a Student to an Existing Parent Account

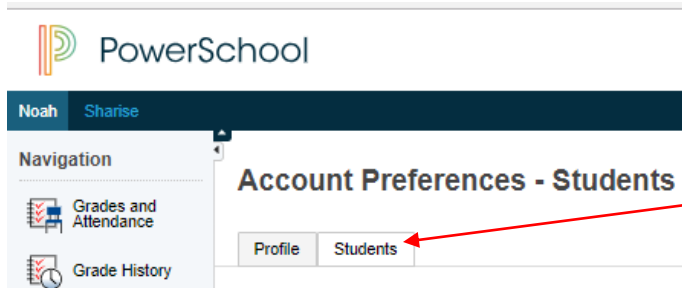
Before you can add an additional student to your existing account, you must have the new student's Access ID and Password. You can obtain this from your student's school.



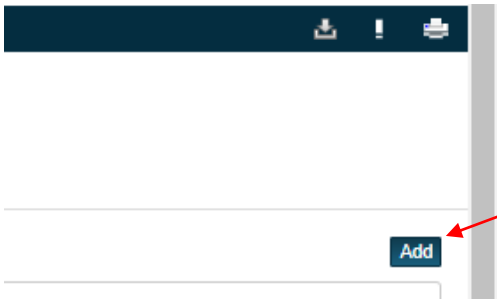
**STEP 1.**  
Log into your Parent PowerSchool account.



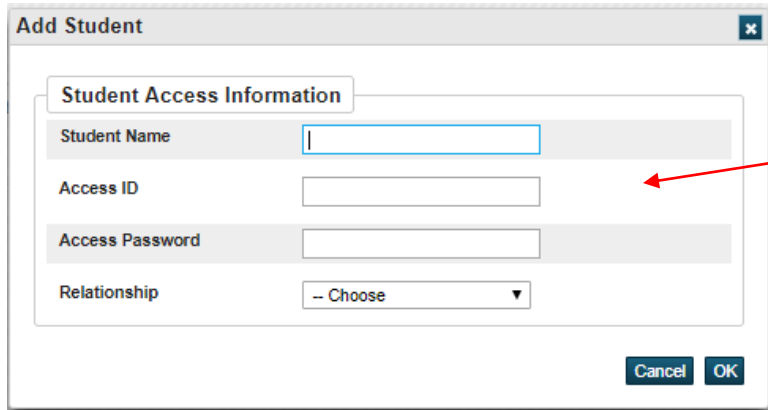
**STEP 2.**  
Select the **Account Preferences** option from the Navigation menu (should be the last option)



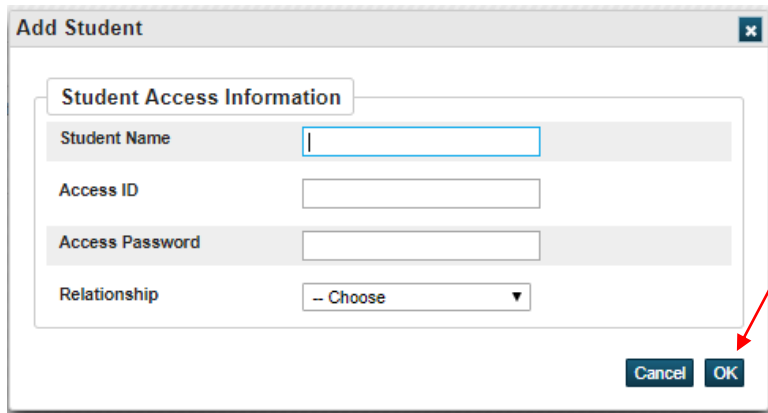
**STEP 2.**  
Click the **Students** tab



**STEP 3.**  
Click the **Add** button on the right hand side.



**STEP 4.**  
Enter **Student Name**, **Access ID** and **password** (*as found on the first page of your letter, not on the second page*) and enter your **Relationship** to your child.



**STEP 5.**  
Click **OK**