

How to Add a Student to an Existing PowerSchool Parent Portal Account

Step 1: Log into PowerSchool

Step 2: Click on Account Preferences on the left side Navigation bar.

Navigation

- Attendance History
- Missing Assignments
- Email Notification
- School Bulletin
- School Information
- Account Preferences

Step 3: Select the Student Tab

Account Preferences - Profile

Profile **Students**

If you want to change the e-mail address, username or password associated with your Parent account to your username or password. To change your name, please contact the school administrator.

First Name:	Aunt
Last Name:	May
Account Email:	<input type="text" value="auntmay@gmail.com"/>
Select Language	Select a Language ▾
Username:	auntmay
Current Password:	*****
New password must:	

Step 4: Click on Add

Account Preferences - Students

Profile **Students**

My Students

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

- Peter Parker

Step 5: Enter in your child's name, access id and access password. Once done, hit OK. If you do not have this information, contact the school.

Add Student ✕

Student Access Information

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose ▼

Cancel **OK**

Step 6: To change your student view click on their first name under the PowerSchool logo.

