How to Add a Student to Your Parent Account

You will need an Access ID and Access Password for your student. If you do not have this information or have questions, please contact your child's school.

1. Sign into your PowerSchool Parent Portal.
2. On the start page, click Account Preferences. The Account Preferences – Profile page appears.
3. Click the Students tab.
   a. On the Students tab, click the Add icon to add a student to your parent account.
4. The Add Student dialog appears. Use the following table to enter information in the applicable fields:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. **Note:** Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. **Note:** If you do not have this information, contact your school's PowerSchool administrator.
Access Password	Enter the unique access password for the student. **Note:** If you do not have this information, contact your school's PowerSchool administrator.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu. **Note:** The relationship selected during account creation is for your reference only and is not displayed/used in the PowerSchool admin portal.

5. Click Submit. The newly added student appears under My Students.