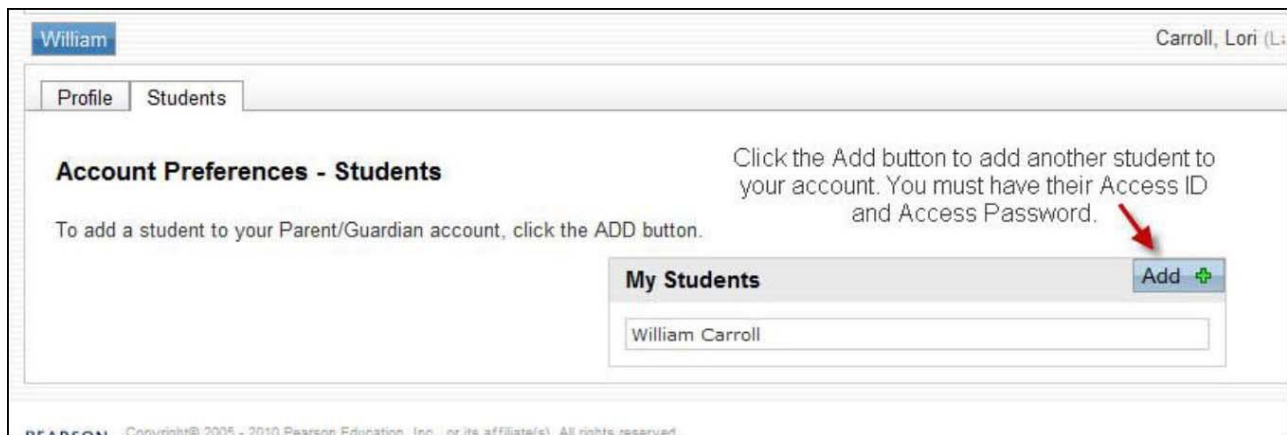


How to Add Additional Children to Your Account

- Once you have setup your PowerSchool Single Sign-On username and password, login to the PowerSchool Portal.
- Add additional children by choosing **Account Preferences**.
- Click the **Students tab** to add another student to your account. Students can attend different schools; however, you must have their Access ID and Access Password to add them to your account.



- Enter the student's Name, Access ID, Access Password and your relationship to the student.
- Click the Submit button to add the student to your account.

The new student has been added to your account. Each of you students will have their own tab at the top of the page. Click the student's name and the page icon containing the data you wish to see.

To keep your student's data secure, Logout when you are finished.