

Add Students to Your Parent/Guardian Account

Use this procedure to add one or more students (for whom you have legal and parental rights) to your parent account. Once added, you will be able to view their information by way of your account. To edit or remove a student associated to your account, contact your school.

1. On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.

The screenshot displays the PowerSchool SIS interface. On the left is a navigation sidebar with the 'Account Preferences' option circled in red. The main content area is titled 'Account Preferences - Profile' and has two tabs: 'Profile' and 'Students', with the 'Students' tab circled in red. A green notification bar at the top of the main content area says 'Changes Saved'. Below this, there is a section for account information with fields for First Name (Demo), Last Name (Parent), Account Email (help@ndapandas.org), Select Language (English), Username (DemoParent@NDA), and Current Password. A note indicates that changing the e-mail address, username, or password requires contact with the school administrator. The 'Current Password' field is currently empty.

2. Click the **Students** tab.

- On the Students tab, click the **Add** icon to add a student to your parent account. The Add Student dialog appears.

Account Preferences - Students

The screenshot shows the 'Account Preferences - Students' page. On the left, there are tabs for 'Profile' and 'Students'. Below the tabs is a 'My Students' section with a list of students. A red circle highlights the 'Add' button. On the right, the 'Add Student' dialog box is open, showing fields for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Add' button is highlighted in red in the original image.

- Use the following table to enter information in the applicable fields:
Note: The **Cancel** and **Save** buttons appear shaded until information is entered.

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.

- Click **Submit**. The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation email is sent to your email address.