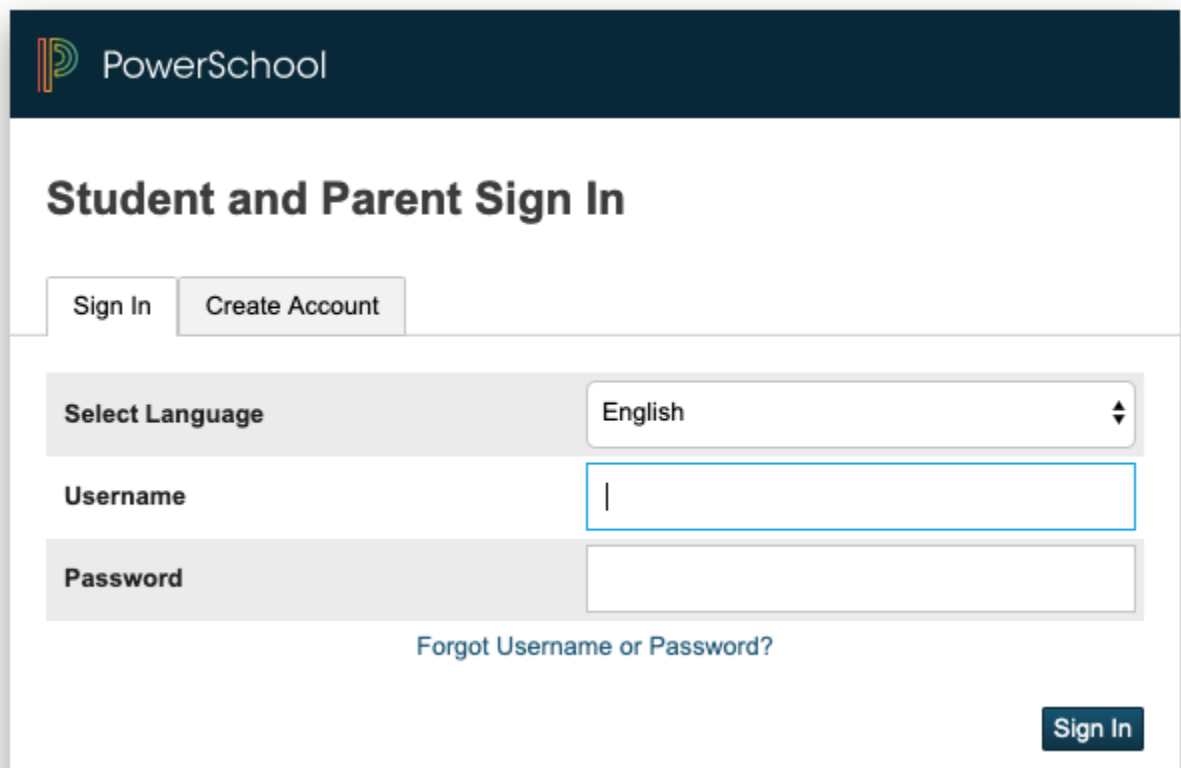


# Add Another Student To An Existing PowerSchool Parent Account

## To add a student to an existing PowerSchool parent account:

**Note:** You will need the PowerSchool Access ID and Access Password for the student you want to add. Please contact the office for the information.

1. Go to [PowerSchool](#) and sign in.



The screenshot shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are three input fields: "Select Language" (a dropdown menu set to "English"), "Username" (a text input field with a cursor), and "Password" (a text input field). Below the password field is a link that says "Forgot Username or Password?". At the bottom right of the form is a dark blue "Sign In" button.

- 2.

3. On the far left side bar, click on **Account Preferences**.



4. Select the **Students** tab.
5. Click **Add**.
6. Enter the **Student Name**, **Access ID**, **Access Password**, and your **Relationship** to the student.

**Add Student** [X]

**Student Access Information**

**Student Name**

**Access ID**

**Access Password**

**Relationship** -- Choose ▾

Cancel OK

7. Click **OK**.

1. **Thanks to** Bishop O'Dowd High School Technology Help Center for this How To.

<https://bod.zendesk.com/hc/en-us/articles/206740806-Add-Another-Student-to-an-Existing-PowerSchool-Parent-Account>