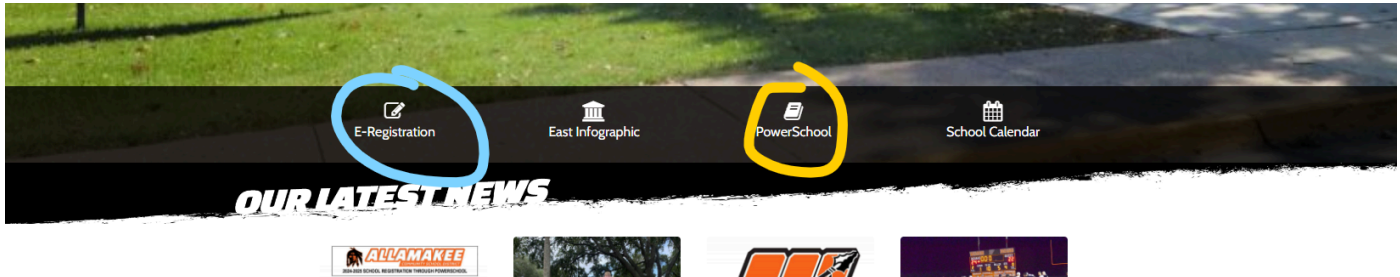# Adding a Student to Powerschool Account

These directions are applicable for individuals who have a Powerschool account with another student entered and are looking to add another student to the same account.
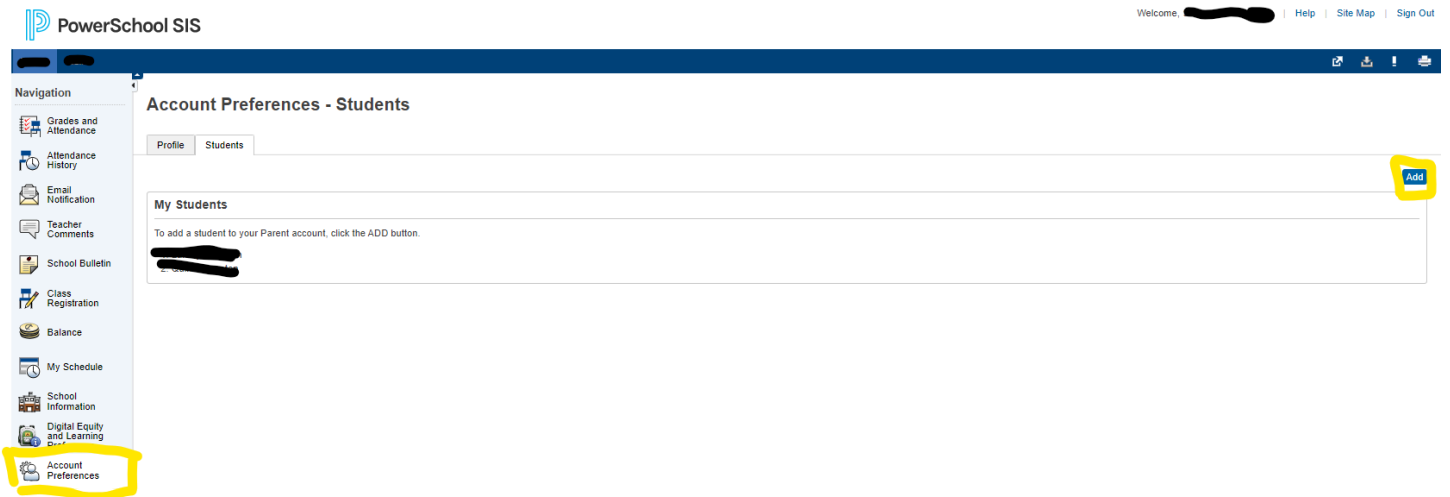
1. Click the button circled in yellow, "Powerschool," on the Homepage (can be seen at any location in this spot).



2. Enter your Powerschool Username & Password. (these directions only apply if you have a Powerschool account).



3. Click on Account Preferences (highlighted yellow on the left side of the screen)

PowerSchool SIS

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Account Preferences

**Account Preferences - Students**

Profile    Students

Add

**My Students**

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

4. Once in Account Preferences page (it should look like the photo above), click on Add (highlighted yellow in the upper right-hand corner).

5. Enter your Student Access Information. If you did not receive this from your teacher or the building secretary, please reach out to the corresponding office and we will look it up to give to you.



**Add Student**

**Student Access Information**

| Student Name | |
| Access ID | |
| Access Password | |

Cancel    OK

6. Once added, you can toggle between your students at the upper-left hand corner.