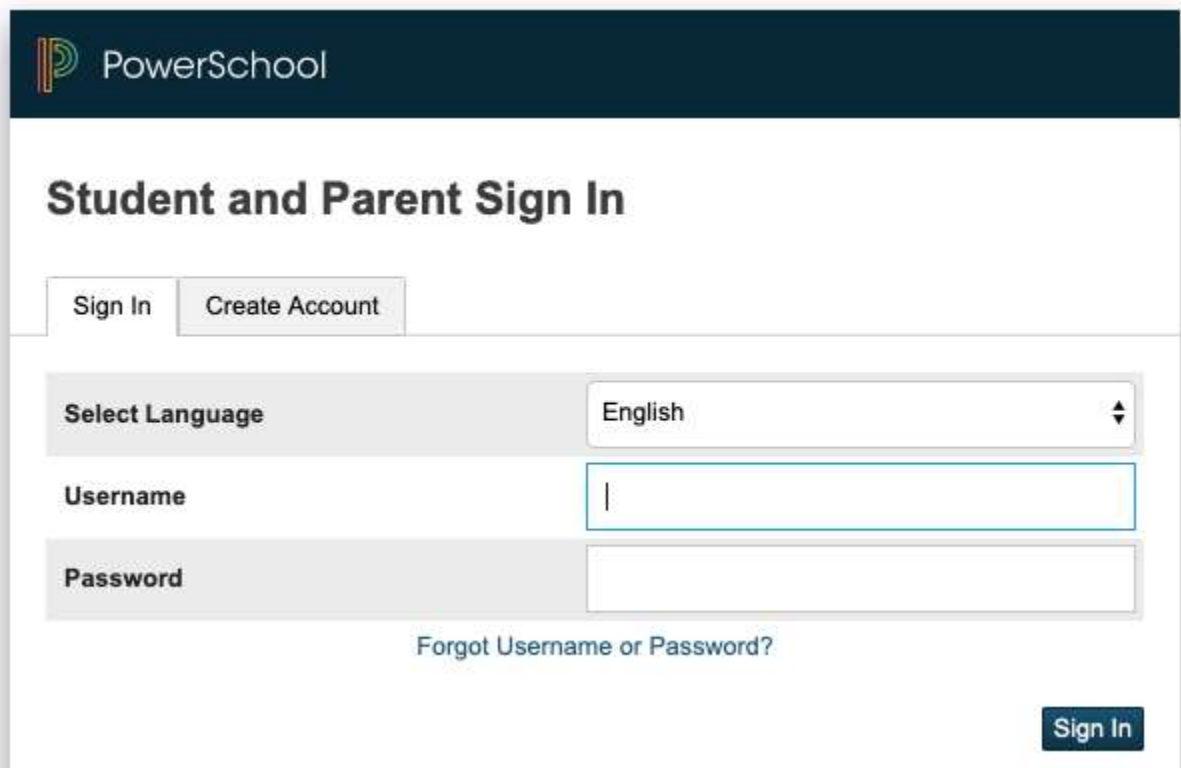


# Add Another Student To An Existing PowerSchool Parent Account

**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.

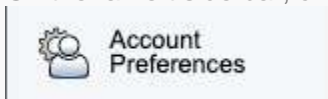
1. Go to [PowerSchool](#) and sign in.



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" (active) and "Create Account". Below the tabs is a "Select Language" dropdown menu set to "English". Underneath are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

- 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>