

How to add a student to your Parent Portal Account

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If you already have a Parent Account for one of your senior high school students all you need to do is to add your junior high students to that account to gain access to their information. Instructions for how to do this are below.

- First log into the PowerSchool Parent Portal (pics.powerschool.com) and click on Account Preferences (1)

PowerSchool

The screenshot shows the PowerSchool Parent Portal interface. At the top, the user's name 'Adria Alexander Luke' is displayed. The main heading is 'Grades and Attendance'. The left navigation menu includes: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, My Schedule, School Information, and Account Preferences. The 'Account Preferences' link is circled in red. The main content area shows a table with columns for 'Exp' and 'Grades and Attendance'. The table contains several rows of data, including 'D1(M-F)', 'B1(M) B2(Tu) B4(F) B5(Tu) B', 'B1(W) B2(M,Th-F) B', 'B3(M) B7', 'B4(M,W) B', 'B1(F) B4(Th) B5', and 'B1(Th) B3(Tu) B6(M) B7(V)'.

- Next click on the students tab (2).

PowerSchool

The screenshot shows the 'Account Preferences - Profile' page. The user's name 'Adria Alexander Luke' is at the top. The main heading is 'Account Preferences - Profile'. The left navigation menu is the same as in the previous screenshot. The 'Students' tab is circled in red. The main content area contains a form for account preferences. The form includes fields for: First Name (Richard), Last Name (Veldkamp), Email (rveldkamp@parklandimma), Select Language (Select a Language), Username (RandAVeldkamp), and Current Password (*****). A note at the top of the form states: 'If you want to change the name, e-mail address, username or password associated with your Parent account, you must change your password.'

- Next click on the Add button (3) which is located on the right side of the screen.



- Then, in the pop up that appears, enter the information relevant to your child.
 - Student Name (4): Enter the student's name here.
 - Access ID (5): Enter the confidential ID on your portion of this student's Parent Portal access letter. Do not enter the student's confidential ID found at the bottom of the letter.
 - Access Password (6): Enter the password from the parent portion of the student's letter here.
 - Relationship (7): Select your relationship to this student, most likely Father or Mother.
- Finally click the submit button (8) and you should have access to your child's information.

A screenshot of a "Add Student" pop-up form. The form has four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu with "-- Choose" selected. Below the form are "Cancel" and "Submit" buttons. Handwritten red numbers 4, 5, 6, 7, and 8 are placed below the input fields and the "Submit" button respectively. The "Submit" button is circled in red.