Linking Students to an Existing Parent Portal Account

The Account Preferences page displays your account information. Parents/legal guardians can add student(s) Kindergarten through Grade 12 attending an AACPS school to their existing account. Additionally, access this page to edit the username, update an email address and/or change the password.

1. Click the Account Preferences button from the Navigation menu.
2. Select the Students tab. All students currently linked will be displayed here.
3. To add a student, click the Add button.

4. A new window opens. Enter the Student’s Name, Access ID, Access Password and Relationship of the student from the Parent Portal letter and/or email from your child’s school. A lower case ‘p’ is required after the six-digit Access ID.
5. Once all information is entered, click OK.
   
   **NOTE:** The Access ID and Access Password are case sensitive and should be entered exactly as provided. Contact your child’s school if you did not receive this information.

6. Students names display at the top of each screen under the PowerSchool logo.

For additional questions or support, please contact your child’s school.