

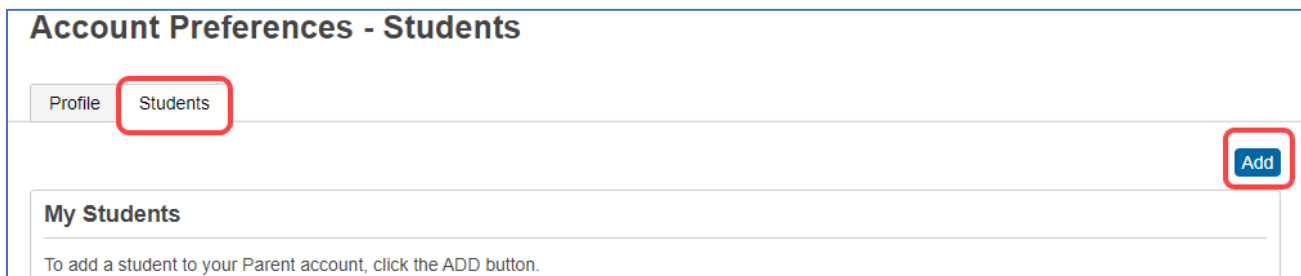
## Linking Students to an Existing Parent Account



### Account Preferences

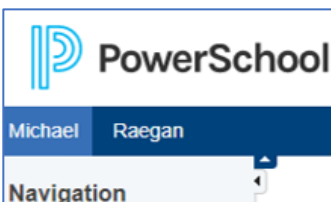
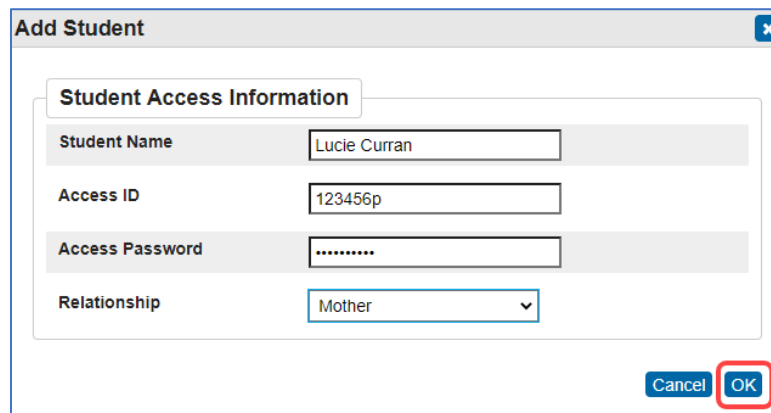
The Account Preferences pages displays your account information. Access this page to edit your username, update the email address and/or change your password. Additionally, you may add children in grades 1 through 12 to your account.

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 Name**, **Access ID**, **Access Password** and **Relationship** of the student from the Parent Portal letter or email from your child's school. A lower case 'p' is required after the 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.



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