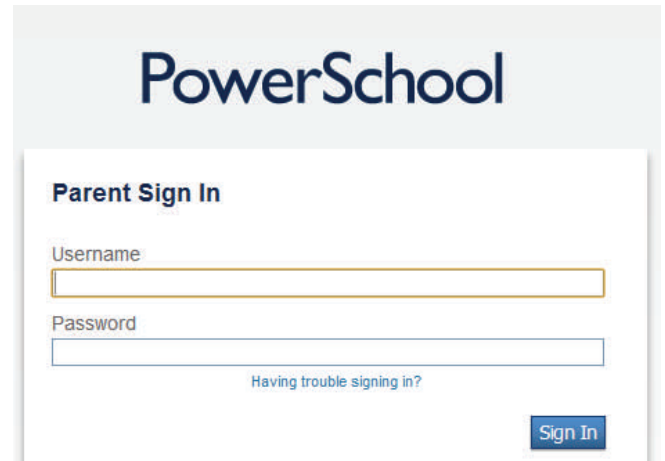


PowerSchool for Parents: Add Student

These directions are for those of you who have already created a PowerSchool parent account and want to add another student.. Before you can add another student you will need their access ID and password.

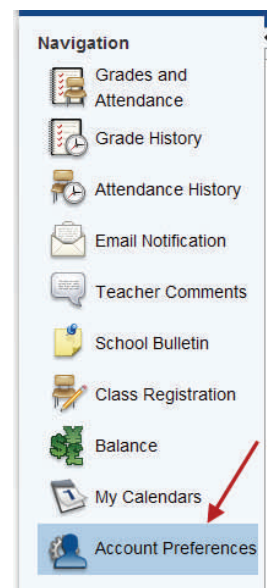
Log into the PowerSchool Parent Portal at:
ps.nwarctic.org

Enter the username and password you chose.



The image shows the PowerSchool Parent Sign In page. At the top, the 'PowerSchool' logo is displayed. Below it, the 'Parent Sign In' section contains two input fields: 'Username' and 'Password'. A 'Sign In' button is located at the bottom right of the sign-in area. A link for 'Having trouble signing in?' is positioned below the password field.

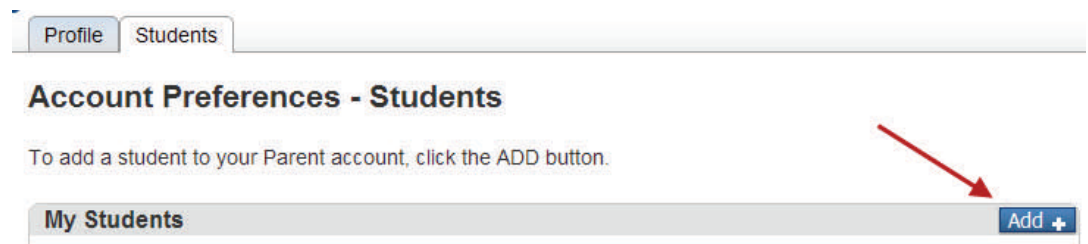
Click 'Account Preferences' on the left side of the page.



The image shows a vertical navigation menu with the following items: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, and Account Preferences. A red arrow points to the 'Account Preferences' item at the bottom of the menu.

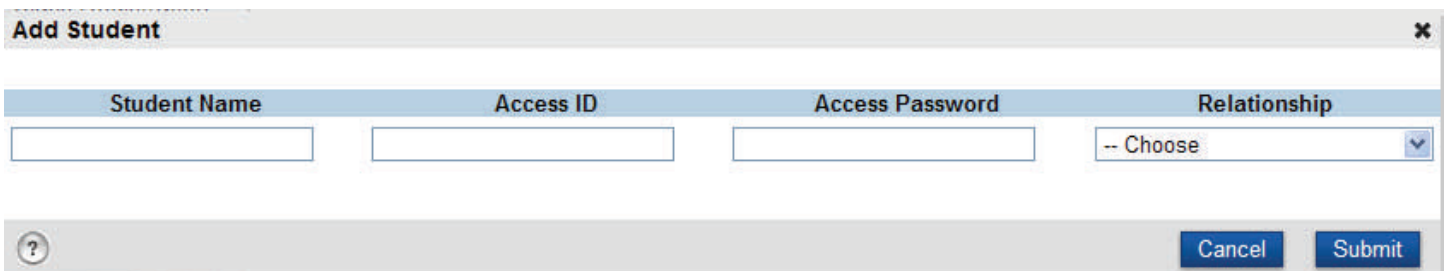
Click the Students tab to view your current students, and add another.

Click Add to enter a new student.



The image shows the 'Account Preferences - Students' page. At the top, there are two tabs: 'Profile' and 'Students'. Below the tabs, the page title is 'Account Preferences - Students'. A message states: 'To add a student to your Parent account, click the ADD button.' Below this message is a section titled 'My Students' which contains an 'Add +' button. A red arrow points to the 'Add +' button.

Enter your student's first and last name, the access ID, password, and choose a relationship, then submit.



The image shows the 'Add Student' form. It has a title bar with 'Add Student' and a close button. The form contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with '-- Choose' selected. At the bottom of the form, there are 'Cancel' and 'Submit' buttons.