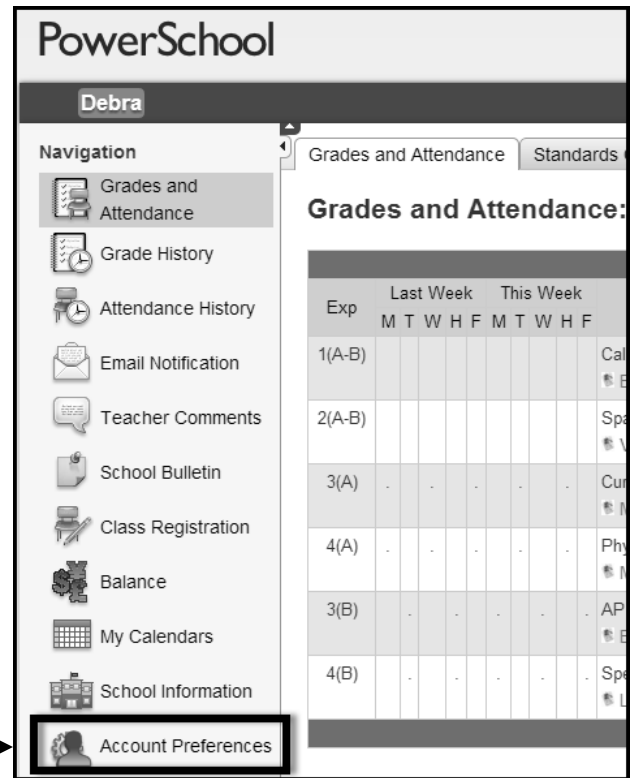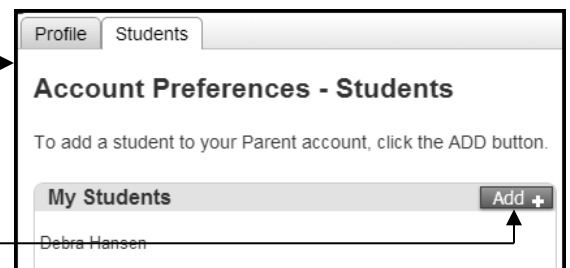## Parents: How to Add a Student to an Existing Account

- Before you can add an additional student to your existing account, you must have the new student's Access ID and Password. You can obtain this from your student's school.

1. Open a web browser.

2. Go to this web address:
   http://cabarrus.powerschool.com/public

3. Log into Parent Portal.

PowerSchool

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Navigation
- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- School Information
- Account Preferences

Grades and Attendance | Standards

Grades and Attendance:

Exp	Last Week M T W H F	This Week M T W H F	
1(A-B)			Cal
2(A-B)			Spa
3(A)	. . . . .	.	Cur
4(A)	. . . . .	.	Phy
3(B)	. . . . .	.	AP
4(B)	. . . . .	.	Spe

4. Select the **ACCOUNT PREFERENCES** option from the **Navigation menu**.

Profile | Students

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students   Add +

Debra Hansen

5. Click the **STUDENTS** tab.

6. Click the **ADD** button.

7. Enter your **student's name** and the **Access ID** and **Access password** provided to you by the school. Choose your relationship to the student.

Add Student   ✖

Student Name	Access ID	Access Password	Relationship
			-- Choose ▼

(?)   Cancel   Submit

8. Click the **SUBMIT** button. The student will be added to your account.