

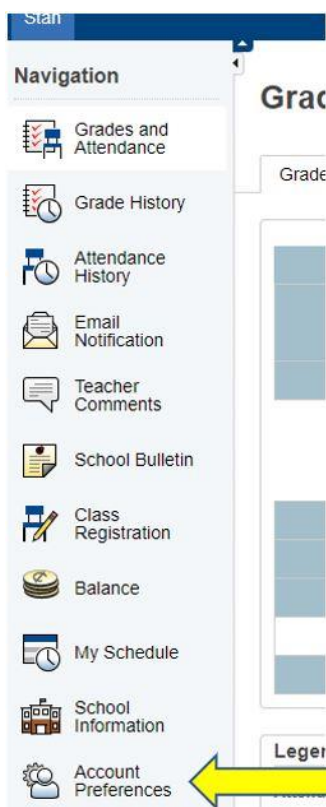
How to Add a Student to an Existing PowerSchool Account

If you need to add additional students to an existing account, please go through the following steps.

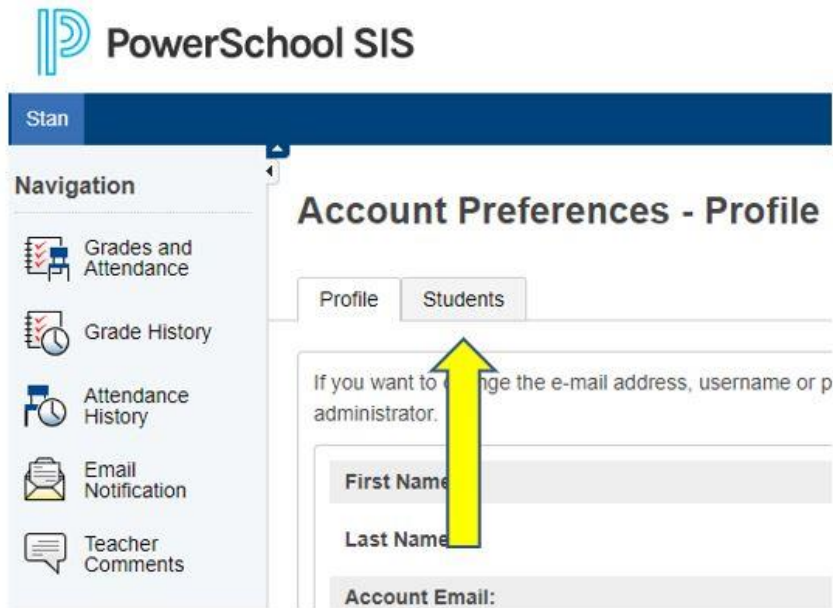
STEP 1 - Open the [PowerSchool Portal](#) and sign in with your personal username and password. To access the portal, open an internet browser and type <https://kibesd.powerschool.com/public> into the address bar.

A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page. The page has a dark blue header with the PowerSchool SIS logo and name. Below the header, there are two tabs: 'Sign In' (selected) and 'Create Account'. There are two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forgot Username or Password?'. At the bottom right of the form is a blue 'Sign In' button.

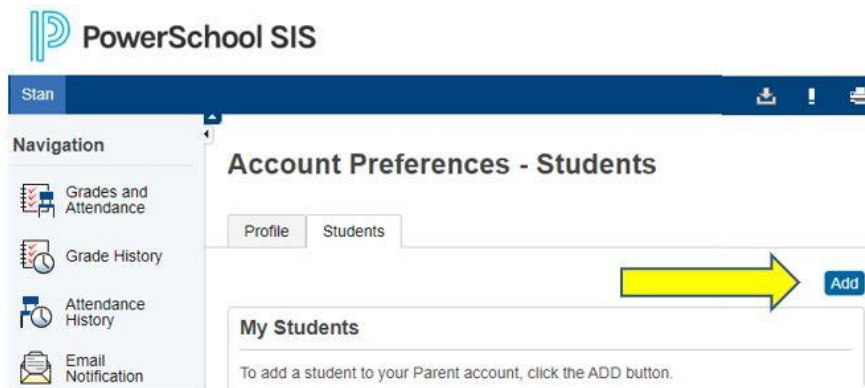
STEP 2 - After signing in, navigate to *Account Preferences* on the left side of your screen.



STEP 3 - Click the *Students* tab to see the students currently linked with your account.



STEP 4 - Click the *Add* button to add a new student to your account.



STEP 5 - Enter your student's name, Access ID, Access Password, and **your** relation to the student.
**If you need the Access ID and Password, please contact your student's school office.*

The image shows a software dialog box titled "Add Student". It features a close button (an 'x' in a blue square) in the top right corner. The main content area is titled "Student Access Information" and contains four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu with the text "-- Choose" and a downward-pointing arrow. At the bottom right of the dialog, there are two buttons: "Cancel" and "OK".

STEP 6 - Click OK to save your changes. To add more students, repeat steps 2-5. Up to seven students may be added.