

How to add an additional student to your parent powerschool portal. . .

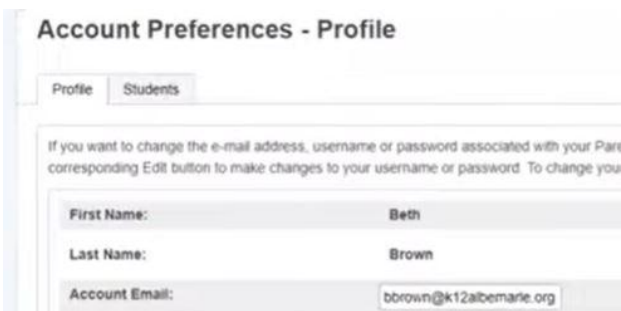
You will need your parent powerschool portal account login information you created and the access key information for your next student that was sent to you via email from the district. If you do not have your additional student's Access ID and Password, check your previous emails from MBS ENEWS. If you can't find the email, you can contact the school's office, and they can resend your student's access ID information to your parent powerschool email.

1. Login to your parent portal. If you've forgotten your password, try the forgot password link.



The screenshot shows the 'Student and Parent Sign In' page of the PowerSchool SIS portal. It features a 'Sign In' button and a 'Create Account' link. Below these are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field.

2. Once logged in, find the Account Preferences in the left side navigation.
3. The Account Preferences Profile page appears. Click the Students tab at the top.



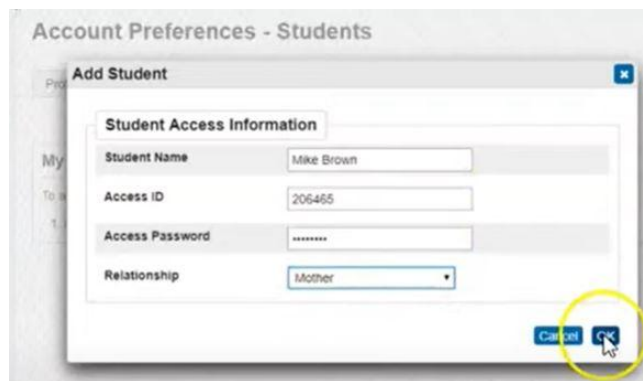
The screenshot shows the 'Account Preferences - Profile' page. It has tabs for 'Profile' and 'Students'. Below the tabs, there is a message: 'If you want to change the e-mail address, username or password associated with your Parent corresponding Edit button to make changes to your username or password. To change you'. Below this message are fields for 'First Name: Beth', 'Last Name: Brown', and 'Account Email: bbrown@k12albemarle.org'.

4. Click the Add button.



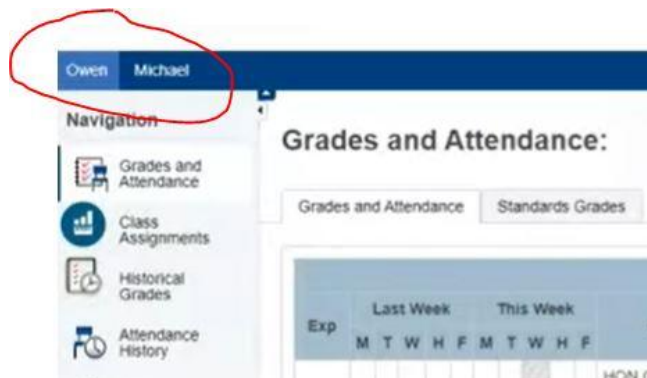
The screenshot shows the 'Account Preferences - Students' page. It has tabs for 'Profile' and 'Students'. Below the tabs, there is a section titled 'My Students' with the instruction: 'To add a student to your Parent account, click the ADD button'. Below this, there is a list of students: '1. Owen Brown'. A red circle highlights the 'Add' button in the top right corner.

5. In the Student Access information popup window, add the student name and access ID and Password as it appears on the email from the district. Select your relationship to the student and click OK.



The screenshot shows the 'Account Preferences - Students' page with the 'Add Student' popup window open. The popup has a title 'Add Student' and a section 'Student Access Information'. It contains fields for 'Student Name' (Mike Brown), 'Access ID' (206465), 'Access Password' (masked with asterisks), and 'Relationship' (Mother). A red circle highlights the 'OK' button in the bottom right corner.

6. You will see the students you've added on the top left of the screen.



The screenshot shows the PowerSchool SIS portal. The navigation menu on the left is open, showing options like 'Grades and Attendance', 'Class Assignments', 'Historical Grades', and 'Attendance History'. The 'Owen Michael' user name is highlighted in a red circle. The main content area shows the 'Grades and Attendance' page with a table for 'Grades and Attendance' and 'Standards Grades'. The table has columns for 'Exp', 'Last Week', and 'This Week', with sub-columns for 'M', 'T', 'W', 'H', 'F', 'S', 'S', 'HON', 'C'.