

Please follow the steps to add a student to an existing PowerSchool account. You will need to use a desktop version of PowerSchool. The best way to find the PowerSchool link for our school is clicking the “Parent & Student” tab on the [website](#) and using the PowerSchool link.

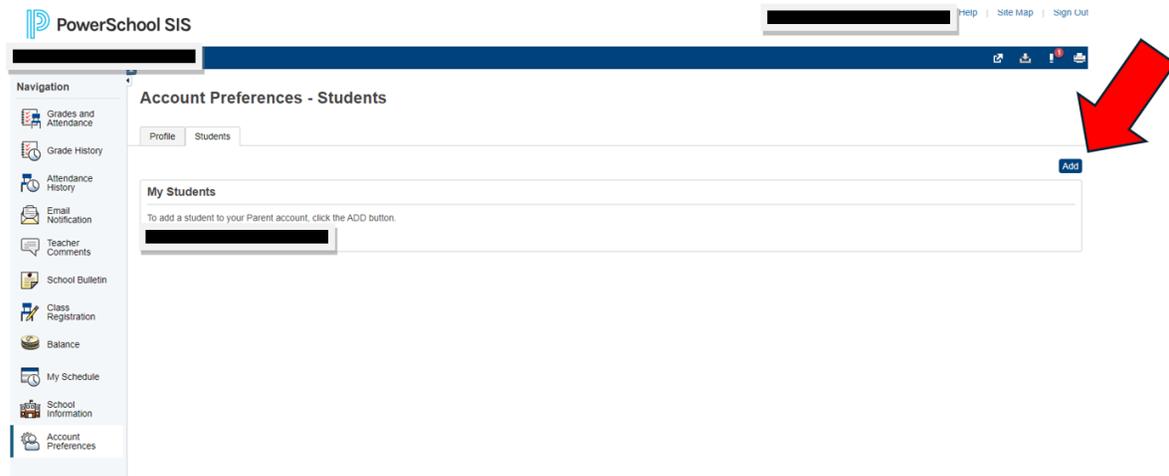
Once signed into PowerSchool, go to “account preferences”

The screenshot shows the PowerSchool SIS interface. The left navigation menu includes: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Schedule, School Information, **Account Preferences** (highlighted with a red arrow), and SchoolMessenger. The main content area is titled 'Grades and Attendance' and shows a table of attendance data for various classes.

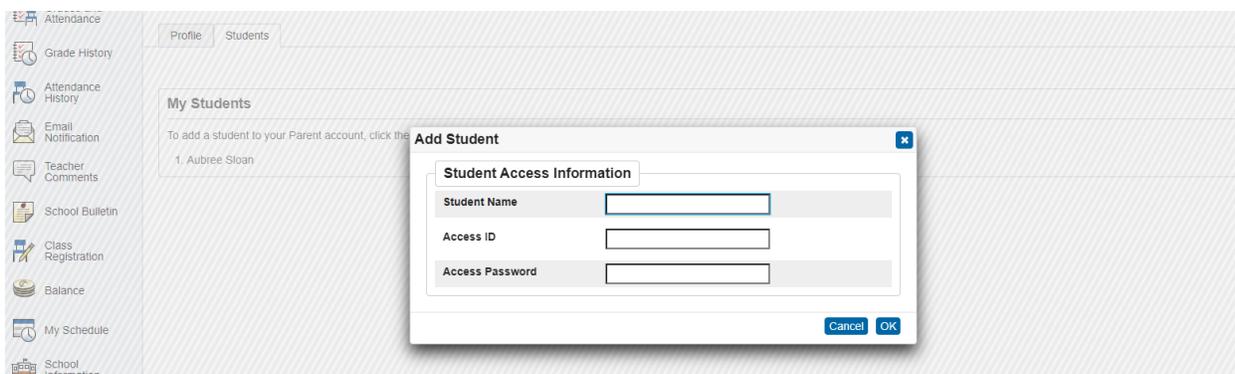
Exp	Last Week					This Week					Course	Attendance By Class									
	M	T	W	H	F	M	T	W	H	F		T1	T2	E1	S1	T3	T4	E2	S2	Y1	
P1(1)											Transitional Math 10F	[1]	[1]			[1]	[1]	[1]		[1]	
P1(2)											Mathematics 10F	[1]	[1]			[1]	[1]	[1]		[1]	
P2(1-2)											Concert Choir 10S	[1]	[1]	[1]	[1]						
P3(1-2)										C	French 10F	[1]	[1]	[1]	[1]						
P4(1-2)											Science 10F	[1]	[1]	[1]	[1]						
P5(1-2)											Concert Band 10S	[1]	[1]	[1]	[1]						

The screenshot shows the 'Account Preferences - Profile' page in PowerSchool SIS. The left navigation menu is the same as in the previous screenshot. The main content area has two tabs: 'Profile' and 'Students'. A red arrow points to the 'Students' tab. Below the tabs, there is a message: 'If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding your name, please contact the school administrator.' Below this message are several input fields: First Name, Last Name, Account Email, Select Language, Username, and Current Password. The Current Password field has a list of requirements: 'New password must: • Be at least 8 characters long • Contain at least one uppercase and one lowercase letter • Contain at least one letter and one number • Contain at least one special character • Not be a well known password'. A large black redaction box covers the right side of the page.

When you reach the next page, click the “students” tab



Go to “add” to add an additional child.



Use the student access ID and password sent to your account to add a student. This is not the same as your child’s students ID and password.