How to add a student to an existing Parent Portal Account

Navigation Log into the Parent Portal as you normally do. Grades and ŧ¥,∎ Attendance 1. Click on Account Preferences on the left-hand side at the ŧω Grade History Attendance History t Ö Email Notification 2. Then click on the Students tab: Teacher Comments Account Preferences - Students Forms Students Profile School Bulletin Class H Registration My Students My Schedule To add a student to your Parent account, click the ADD button. School Information 3. Next, click on the Add tab on this page on the far right. Account Preferences

4. This is where you add the Parent Access ID and Parent Access Password information from the Parent Portal letter. Click on OK when completed.

Student Access In	formation	
Student Name		
Access ID		
Access Password		
Relationship	Choose 🔹	