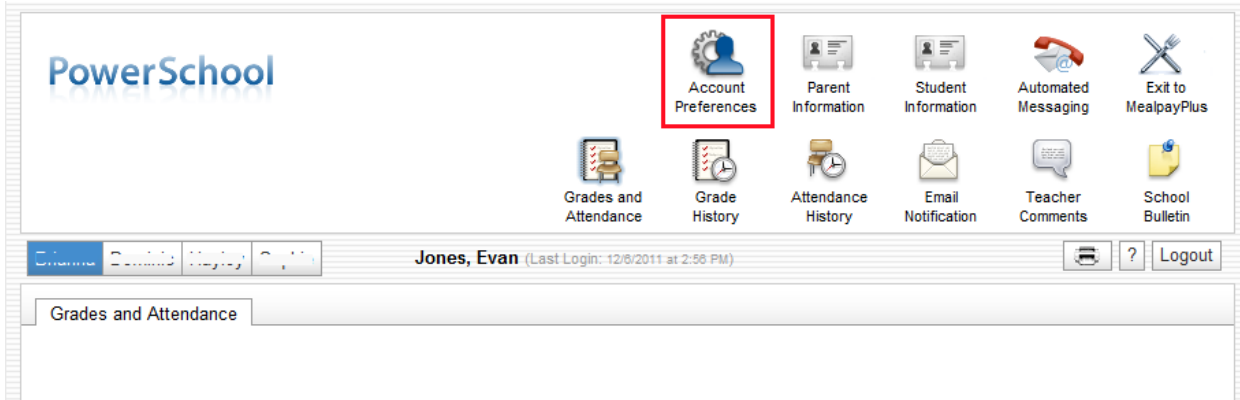
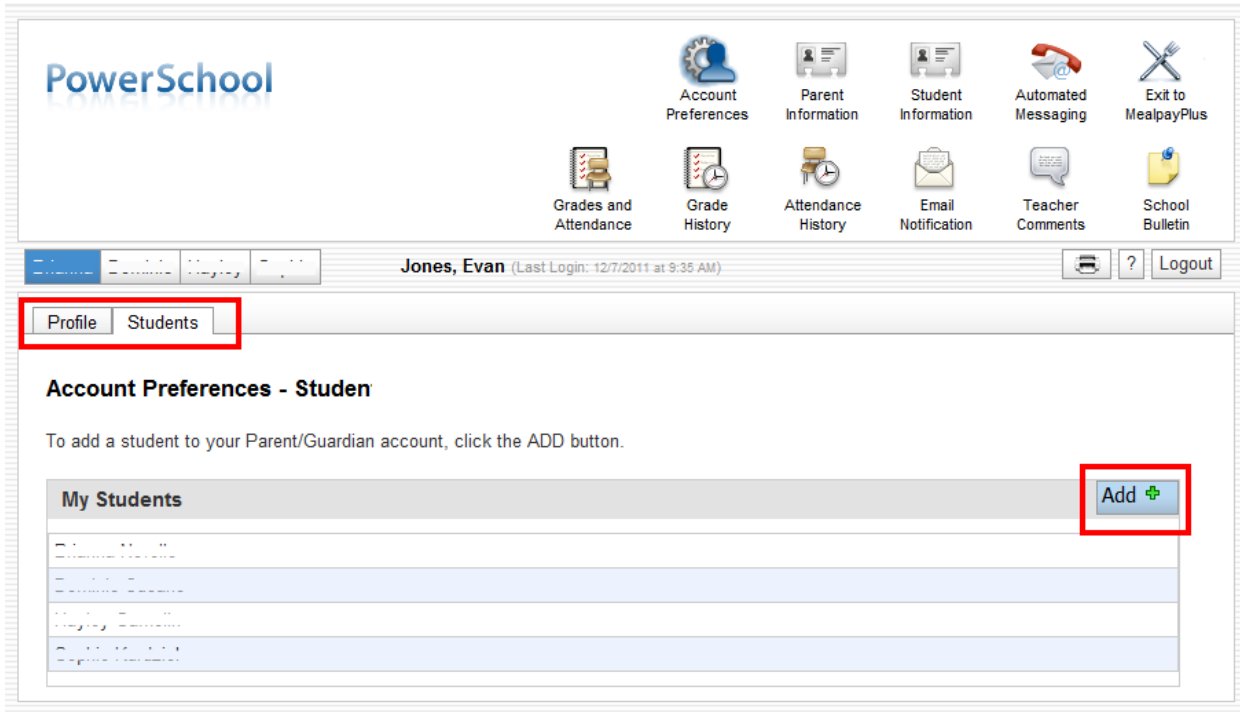


To add a student to your existing Parent Portal Account:

- 1) Sign into your existing account
- 2) Click on Account Preferences



- 3) In Account Preferences click on the STUDENT tab, then on the ADD button



- 4) Enter your student's name, the Access ID and password provided in your letter, and your relationship to the student and click submit. Your student will now be added to your account.

Student Name	Access ID	Access Password	Relationship
Student's name	Access ID provided	Access Password Provided	-- Choose

Your relationship to the student (i.e. Mother, Father)

Cancel Submit