Adding a Student to an Existing PowerSchool Account

The following directions are intended for parents who would like to add a student to their existing PowerSchool Parent account. ***If you do not have a PowerSchool account, or need to create one, please see the **Powerschool New Account Instructions**. You will need to do this first before you can add additional students.*

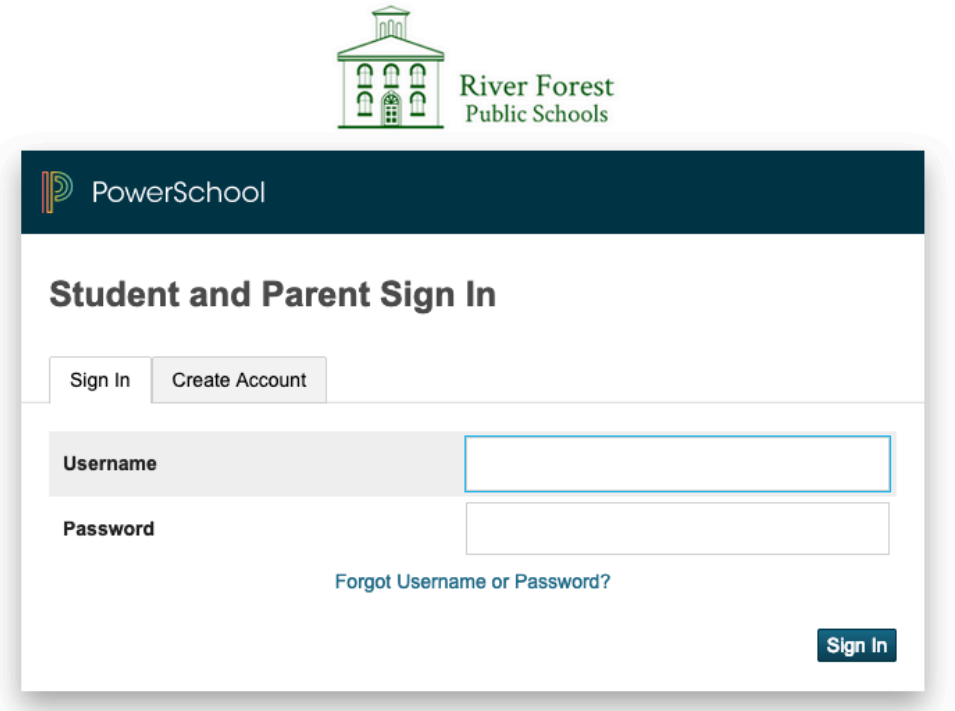
1. Open your web browser of choice (Firefox, Chrome, Safari, etc).

2. Go to the PowerSchool Parent Portal page. This can be accessed via your school's website, or by typing in the following web address: https://d90.powerschool.com/public/ in the search bar of your browser.

3. There are two tabs at the top, **Sign In** and **Create Account**. If you have a PowerSchool login and password, use the Sign In page.

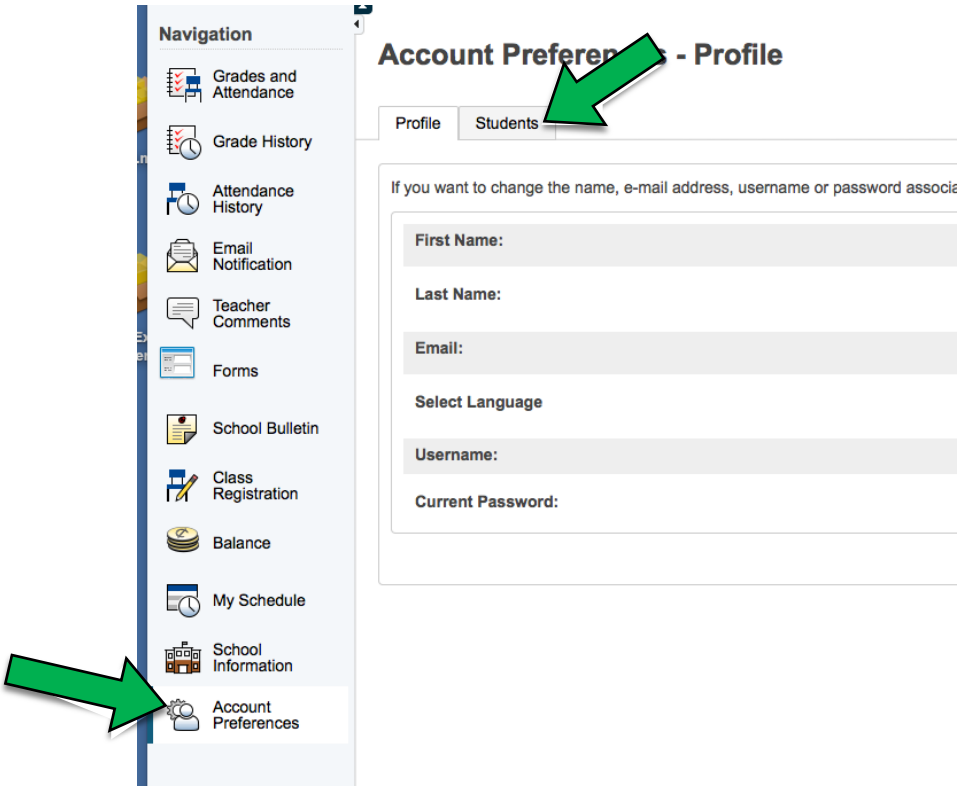
4. Type in your username and password for your existing Powerschool account and click the **Sign In** button.

> *** If you have forgotten your password, click on the **Forgot Username or Password?** link provided underneath the password box.*



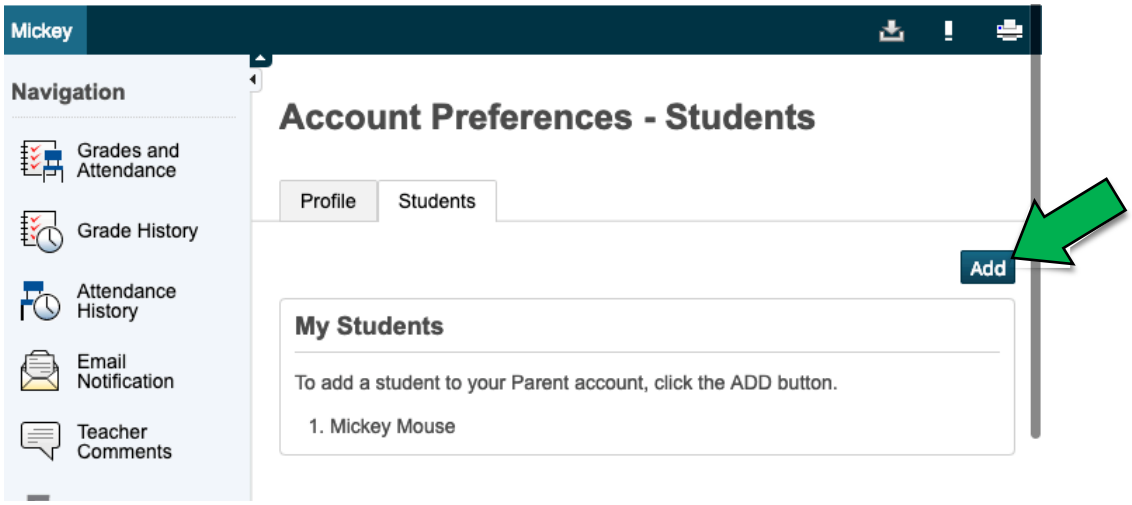
5. Click on **Account Preferences** in the left navigation pane.

6. There are two tabs at the top, Profile and Students, click on the **Students Tab**.

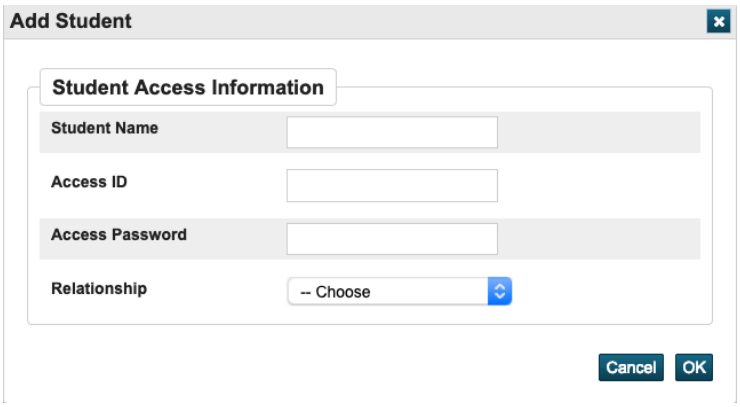


7. Once on the Student tab, you should see the name(s) of the students who are currently active in your account.

8. To add another student, click on the **Add** button.
***If you don't see it, you may have to scroll over to the right depending on your screen size.*



9. Type the name first and last name of the student you would like to add in the **Student Name** text box provided.

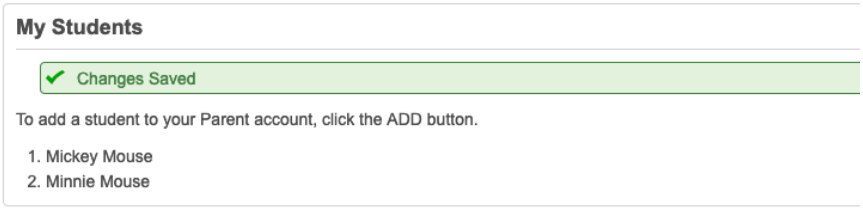


11. Type in the **Access ID** and the **Access Password** for the student you wish to add. ***These codes were provided via a letter from your student's school. If you do not have the Access ID or Password codes, please contact your student's school office.*

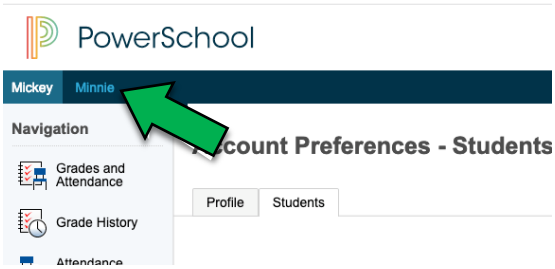
12. Choose your relationship to the student from the drop down box.

13. Click the **OK** button when done.

14. After submitted, a green bar will appear stating your changes have been saved.



15. You should now see the student you added appear in the list on the Student Tab, as well as in the tabs at the top underneath the PowerSchool logo.



If you have any questions or concerns, or are unable to add your student(s) to your current account, please contact your student's school office.