

Adding Students to Parent Portal Account

The screenshot shows the 'Account Preferences' page. On the left is a navigation sidebar with options: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Balance, Account Preferences (highlighted), My Schedule, and School Information. The main content area has two tabs: 'Profile' and 'Students' (selected). Below the tabs is a form with the following fields: First Name, Last Name, Email, Select Language, Username, and Current Password. A red arrow points from the 'Students' tab to the 'Add' button in the next screenshot.

Step 1 – Select the Accounts Preferences tab

Step 2 – Click on Students tab

This screenshot shows the 'Account Preferences - Students' page. It has 'Profile' and 'Students' tabs. Below the tabs is a section titled 'My Students' with the text 'To add a student to your Parent account, click the ADD button.' and an 'Add' button on the right.

The 'Add Student' modal form contains a table with the following columns: Student Name, Access ID, Access Password, and Relationship. The 'Relationship' column has a dropdown menu with '-- Choose' selected. At the bottom of the modal are 'Cancel' and 'Submit' buttons.

- Step 3 – Click the Add button
- Step 4 – Add student information
- *Relationship is YOUR relationship to the child