

# ADDING STUDENTS TO PARENT ACCOUNTS-From Parent Portal Account

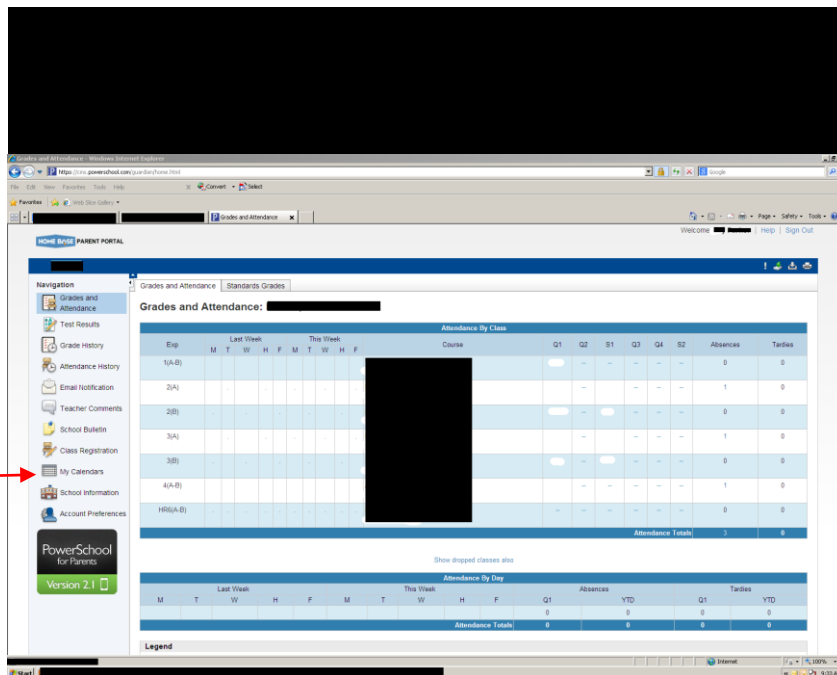
## Quick Reference Card

### ADDING STUDENTS TO PARENT ACCOUNTS from Parent Portal

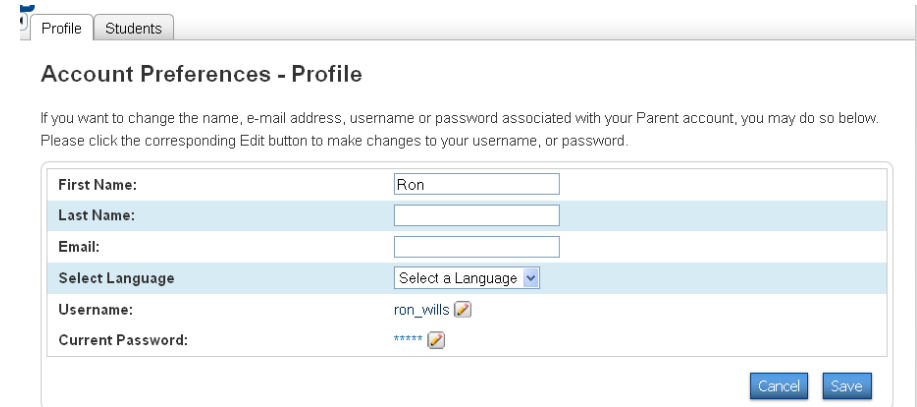
This quick reference card will explain how to add students to a parent account that has already been created.

#### ADDING STUDENTS

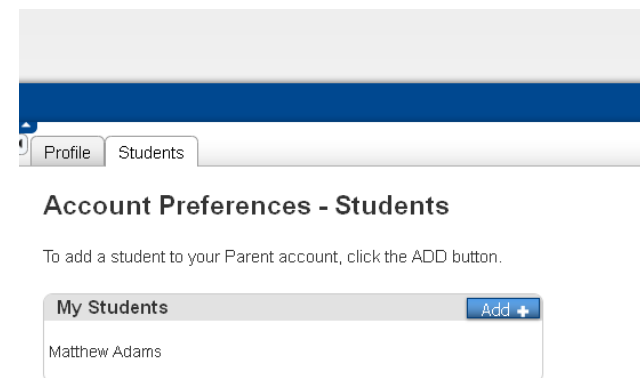
- 1) Login by typing your username and password
- 2) On the left 'Navigation' menu click on Account Preferences



- 3) From the Account Preferences screen, click on the Students tab



- 4) Click on Add

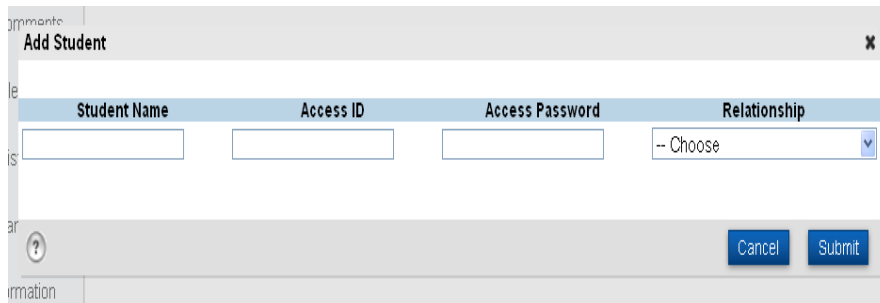


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- 5) Type in First Name, Access ID, Access Password for the student and be sure to click submit. If you do not have this information for your student(s) please contact your school for documentation.



Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

Cancel Submit