

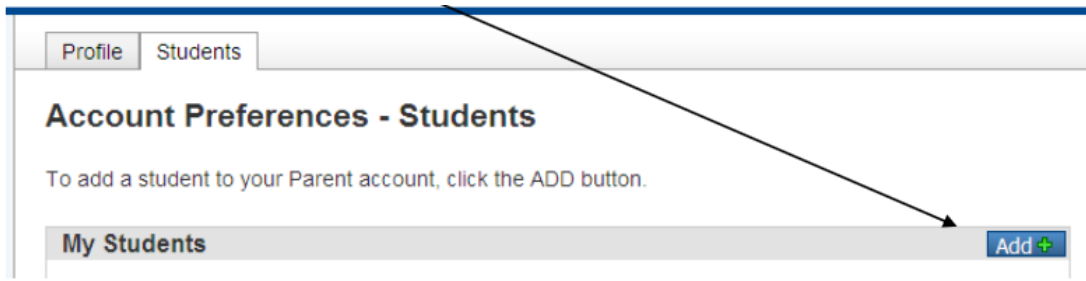
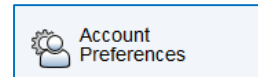
ADDING STUDENTS TO AN EXISTING ACCOUNT

If you have already created your PowerSchool Parent Account, but need to add additional PUC students to your account, you can do so by accessing the **Account Preferences** page.

Account Preferences

The Account Preferences page shows you your account information, including your username and password. You can use this page to make edits to your profile information. Additionally, you can also add other children that are attending a PUC school to your account by following the instructions below:

1. Select **Account Preferences** from the navigation menu on the left of the screen.
2. Select the **Student** tab. All students currently linked to your account will be shown here. To add another student, click the **Add** button.



3. A separate window will open. Enter the **Students Name** and the **Access ID** and **Password** that appear on the Guardian Web Letter that you received from your child's school, and lastly enter your **Relationship** to the student. Once all information is entered, click **Submit**.

(NOTE: The Access ID and Password are case sensitive and should be entered exactly as provided. Please contact your child's school if you have not received this information)

A screenshot of the "Add Student" form. It has a title bar with "Add Student" and a close button. The form contains four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu with "-- Choose" selected. At the bottom, there is a help icon (question mark), a "Cancel" button, and a "Submit" button.

4. Repeat steps 2-3 if you have more students to add to the account.

After you have added your student(s) you will see their name(s) displayed at the top of the screen, under the PowerSchool logo. Click on each child's name to see the specific information for that student.

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