

ADDING STUDENTS TO PARENT ACCOUNTS-From Parent Portal Account

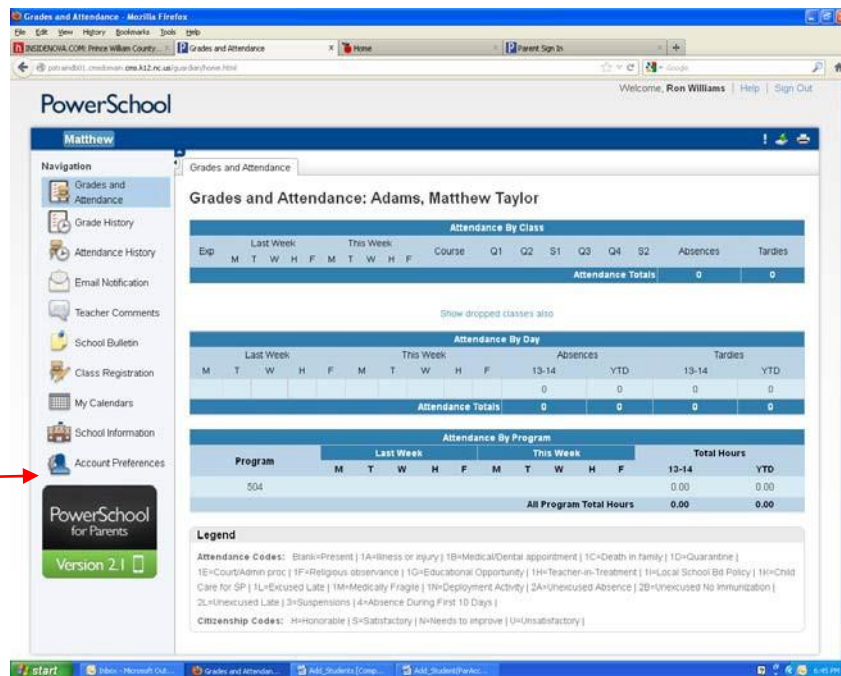
Quick Reference Card

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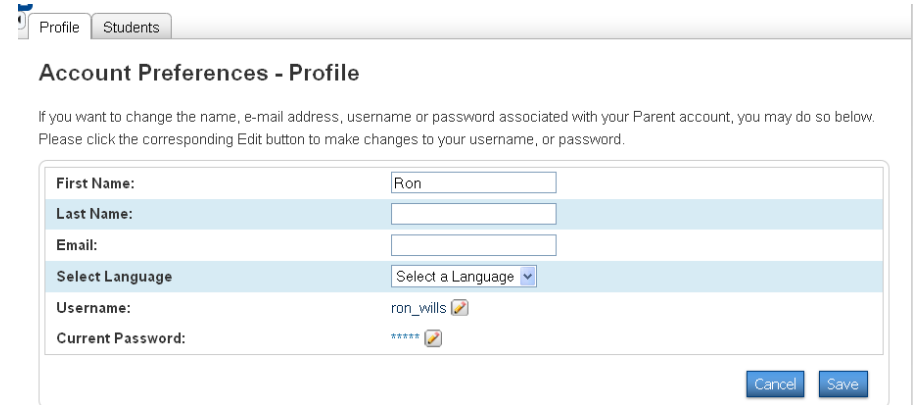
This quick reference card will explain how to add students to a parent account that has already been created.

ADDING STUDENTS

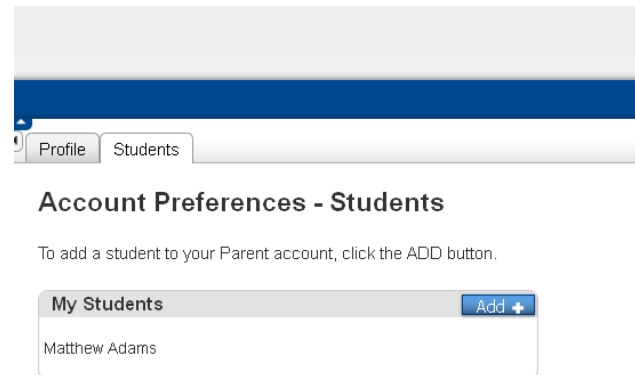
- 1) Login by typing your username and password
- 2) On the left 'Navigation' menu click on Account Preferences



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



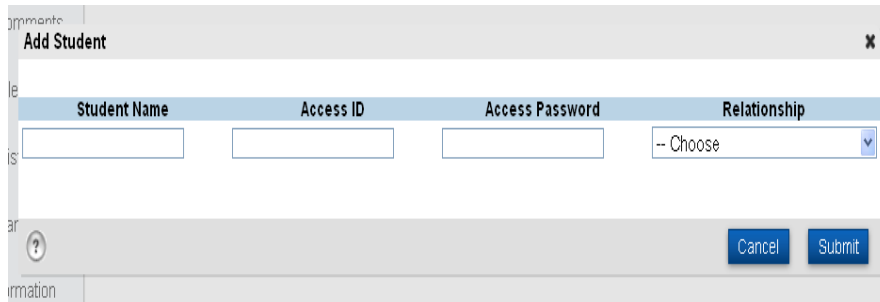
- 4) Click on Add



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- 5) Type in First Name, Access ID, Access Password for the student and be sure to click submit.



The screenshot shows a web form titled "Add Student" with a close button (X) in the top right corner. The form contains four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu currently set to "-- Choose". At the bottom of the form, there are two buttons: "Cancel" and "Submit".

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

