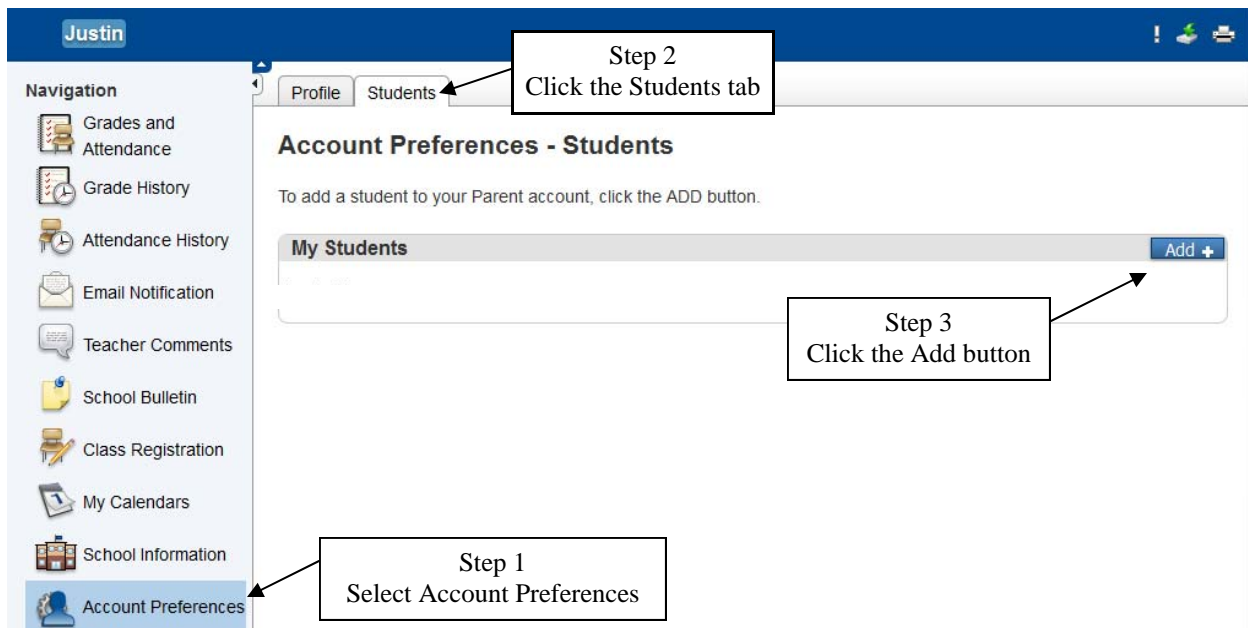


How to Add a Student to an Existing Parent Account

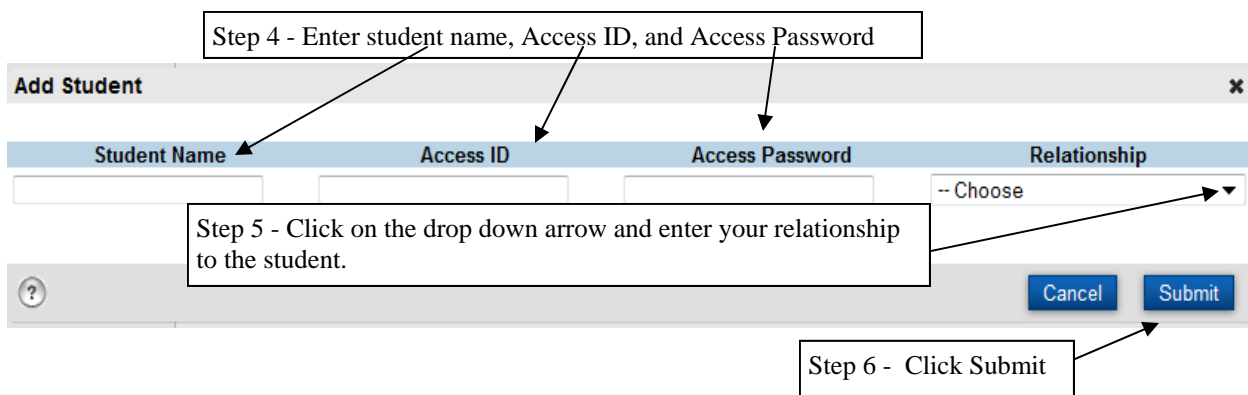
Before you can add an additional student to your existing account, you must have the Access ID and Password for the student you wish to add. You can obtain these from your student's school office.

Log into Parent Portal

1. Select the Account Preferences option from the Navigation menu on the left side of the screen.
2. Click the Students tab
3. Click the Add button



4. Enter your student's name and the Access ID and Access Password provided to you by the student's school.
5. Choose your relationship to the student.



The student will be added to your account.