

# **Adding a Student to an Existing Account for returning families**

**Resurrection-St. Paul School  
Fall 2011**

# Presentation Goal

Add a student to your existing PowerSchool parent access account.

# **Add a Student – Needed Information**

To add a student to your existing account you will need the username and password from the access letter (sent home via school mail).

# Add a Student – Access PowerSchool

Access PowerSchool at:

<https://archbalt.powerschool.com>

PowerSchool

**Login**

User Name

Password

[Having trouble logging in?](#)

Log in with your username and password from last school year

**Create an Account**

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

# Add a Student – Enter Information

PowerSchool

Mathew Sean

## Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars
- Account Preferences

Profile **Students**

## Account Preferences - Profile

If you want to change the name, e-mail address, or language, click on the corresponding Edit button to make changes.

First Name:  
Last Name:  
Email:  
Select Language  
Username:  
Current Password:

Cancel Save

Click on  
Account Preferences,  
then on the Students tab

# Add a Student – Enter Information

The screenshot shows the PowerSchool Parent Center interface. At the top left, the PowerSchool logo is displayed. Below it, the user's name 'Mathew Sean' is shown. A navigation menu on the left lists various options, with 'Account Preferences' selected. The main content area is titled 'Account Preferences - Students' and includes a sub-tab for 'Students'. A message instructs the user to click the 'ADD' button to add a student. A red box highlights the text 'Click on Add', and a red arrow points to the 'Add +' button.

PowerSchool

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Profile Students

### Account Preferences - Students

To add a student to your Parent account, click the ADD button.

**Click on Add**

Add +

# Add a Student – Enter Information

The image shows a screenshot of a web form titled "Add Student". The form has four main input fields: "Student Name", "Access ID", "Access Password", and "Relationship". Each field is accompanied by a red-bordered box containing instructions, with a red arrow pointing from the instruction box to the corresponding input field. The "Relationship" field is a dropdown menu currently showing "-- Choose". At the bottom right of the form, there are two buttons: "Cancel" and "Submit". The "Submit" button is circled in red, and a red-bordered box with the text "Click Submit" has a red arrow pointing to it.

Enter your student's name

Enter your student's Access ID\*

Enter your student's Access Password\*

Choose your relationship to the student

**Add Student** [Close]

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

[?] [Cancel] [Submit]

Click Submit

\*This information is found on the Access letter.