

How to add a student to your existing Parent Portal Account

If you have already created an account for one of your students, you will need to click on Change Student at the top right corner of your screen. Select **Add New Student To Your Account**

The screenshot shows the Parent Portal interface for Jane Doe. At the top right, there are navigation links: Home, Student Info, Attendance, Grades, Medical, Change Student, Options, and Logout. The 'Change Student' link is circled in red. Below the navigation, there is a 'Welcome to the Parent Portal for Jane Doe' message. On the left, there is a 'Calendar' section for 03/06/2013, indicating no events for this date. The main area displays a 'Gradebook Summary' table with columns for Name, Per, Teacher, %, Current Mark, Trend, Missing Assign, Past 5 Day's Att (T, F, M, T, W), and Last Updated. The table lists subjects like English Q3, Soc Sts Q3, Math 6 Block 2, Science 6 Block 2, Exp-Art Basics, and PE 6. A legend below the table explains the trend icons: a box with a horizontal line for 'Nominal change', a box with a green checkmark for 'Predicted increase of 1% or more', and a box with a red X for 'Predicted decrease of 1% or more'. On the right side, there is a dropdown menu for 'Students You Have Access To' with columns for Student, Grade, and School. Below this menu, the 'Add New Student To Your Account' button is circled in red.

You will then see **Step 1** below. Enter the second *Student's Permanent ID Number, Home Telephone Number* and *Verification Code* (found on the letter you received from the school). Then Click Next.

Step 1 Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

You should then see the **Step 2** screen. Select the your *Contact Name* and click *Next* to see **Step 3**

Step 2 Emergency Contact Verification

Your account is now linked to Jack Doe.

If your name appears below, please select it so that the email address on the record can be updated.

Name	Relationship
Lane Bailey	Father
Sharon Bailey	Step-Mother
Kaiser Doctor	
Grandma One	Grandmother
Grandma Two	Grandmother
None of the above	

Step 3 Process Complete

Your account is now linked to Jack Doe.