

ADDING STUDENTS TO PARENT ACCOUNTS-From Parent Portal Account

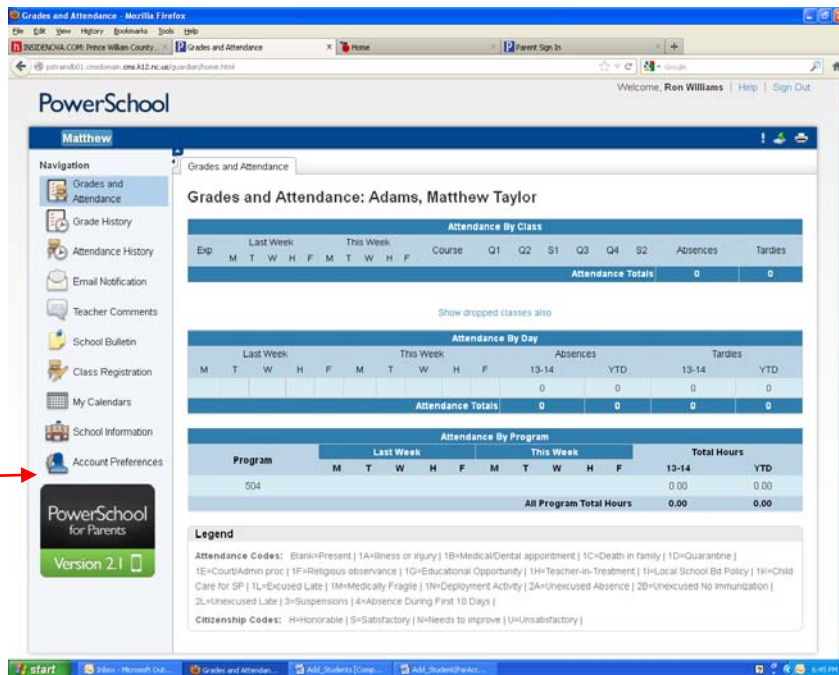
Quick Reference Card

ADDING STUDENTS TO PARENT ACCOUNTS from Parent Portal

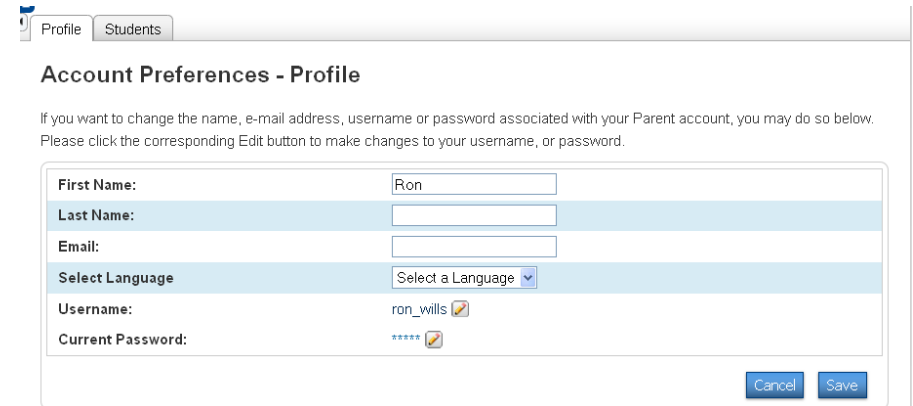
This quick reference card will explain how to add students to a parent account that has already been created.

ADDING STUDENTS

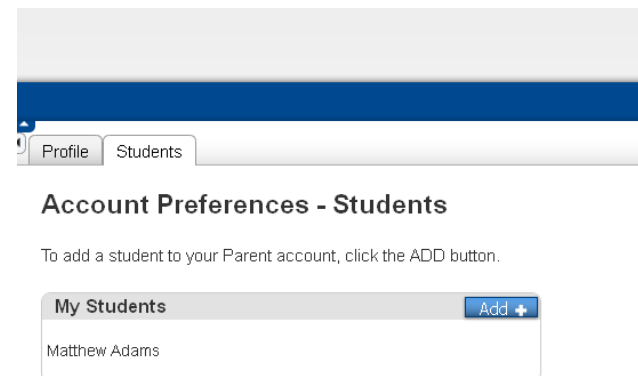
- 1) Login by typing your username and password
- 2) On the left 'Navigation' menu click on Account Preferences



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



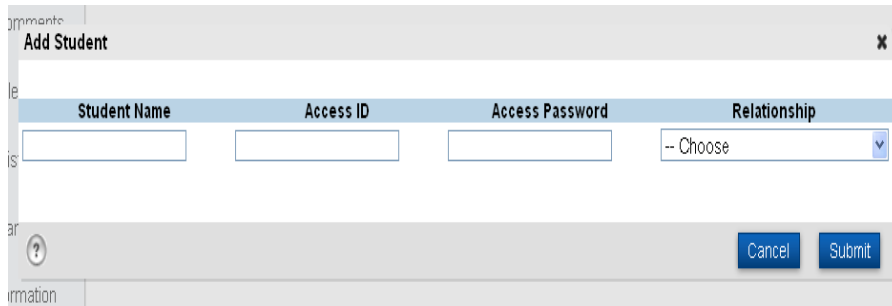
- 4) Click on Add



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



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

Cancel Submit