![PowerSchool - Powering Brighter Futures]

Linking Students to an Existing Parent Portal Account

The **Account Preferences** page displays your account information. Parents/legal guardians can add student(s) Kindergarten through Grade 12 attending an AACPS school to their existing account. Additionally, access this page to edit the username, update an email address and/or change the password.
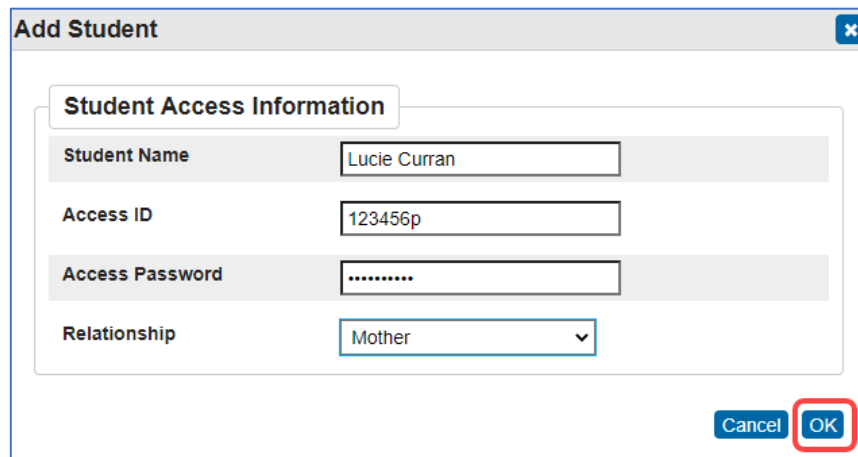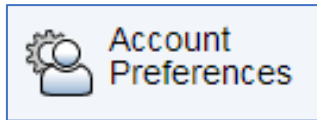

1. Click the **Account Preferences** button from the Navigation menu.
2. Select the **Students** tab. All students currently linked will be displayed here.
3. To add a student, click the **Add** button.

Account Preferences - Students

Profile   Students

Add

My Students

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

4. A new window opens. Enter the **Student's Name**, **Access ID**, **Access Password** and **Relationship** of the student from the Parent Portal letter and/or email from your child's school. A lower case '**p**' is required after the six-digit **Access ID**.
5. Once all information is entered, click **OK**.
   NOTE: The Access ID and Access Password are case sensitive and should be entered exactly as provided. Contact your child's school if you did not receive this information.

Add Student

Student Access Information

Student Name	Lucie Curran
Access ID	123456p
Access Password	·········
Relationship	Mother

Cancel   OK

6. Students names display at the top of each screen under the PowerSchool logo.

PowerSchool SIS

Rachel   Mason   Audrey   Raegan