

How to add students to your PowerSchool Account

1. Login to PowerSchool
2. Click on Account Preferences (see screen shots below)
3. Click on the Student Tab.
4. Click Add. (in the upper right corner)
5. Enter your students Access ID and Access Password.

Access ID: Letter P(for parent)+ 1st four letter of last name + dot + 1st four letters of first name + last three digits of student ID. **Example: pSmit.John345**

Access Password: 2 digit birth month + 2 digit birth day + student ID
Example: 030545345

The image shows two screenshots from the PowerSchool interface. The top screenshot displays the 'Account Preferences' page with the 'Students' tab selected, indicated by an orange arrow. The page contains fields for 'First Name' (Rene), 'Last Name' (Miller), 'Email' (renemiller@cableone.net), 'Select Language' (a dropdown menu), 'Username' (millrene), and 'Current Password' (masked with asterisks). Below the password field, a note states: 'New password must: • Be at least 6 characters long'. The bottom screenshot shows the 'Add Student' dialog box with the following information entered: 'Student Name' (John Smith), 'Access ID' (pSmit.John345), 'Access Password' (030545345), and 'Relationship' (a dropdown menu set to '-- Choose'). 'Cancel' and 'OK' buttons are visible at the bottom right of the dialog.