

How to Add a Student to a PowerSchool Parent Account

MIT Academy

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NOTE: In order to complete this process, you will need a “Password Letter for Parents” for your child. This can be obtained in the Main Office.

To add a student to an existing PowerSchool Parent Account, perform the following steps:

1. Login to your PowerSchool Parent Account
2. Select **Account Preferences** on the navigation menu.
3. Click on the **Students** tab
4. Click the **Add** button

Account Preferences - Students



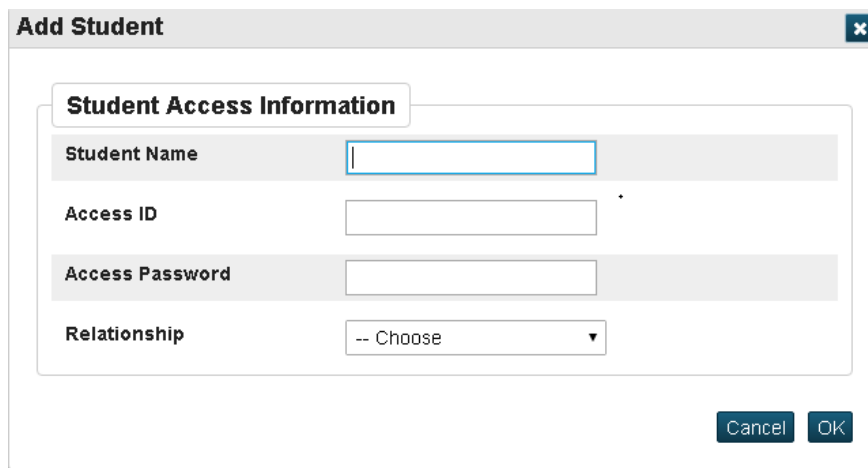
Profile Students

Add

My Students

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

5. Enter the requested information (provided for you on the Password Letter for Parents).
NOTE: Every entry is case sensitive.
 - a. **Student Name**
 - b. **Access ID** - (Note: This is not the same as your child’s PowerSchool User ID)
 - c. **Access Password**
 - d. **Relationship** - YOUR relationship to the student (Father/Mother/Guardian/etc...)
 - e. Click the **OK** button when finished.
 - f. (optional) Repeat as necessary if you are adding multiple students.



Add Student ✕

Student Access Information

Student Name

Access ID

Access Password

Relationship -- Choose ▼

Cancel OK