

How to Add a New Student to an Existing Parent Access Account

1. Log into your existing student's account. On the left in the blue menu , choose Account Preferences

The screenshot shows a Microsoft Internet Explorer browser window displaying the PowerSchool Parent Access website. The address bar shows the URL: https://archbalt.powerschool.com/guardian/accountmanagement_profile.html. The page title is "Account Preferences - Profile - PowerSchool Parent Access".

The website header includes the PowerSchool logo and a "Welcome" message with a user name and a "Sign Out" link. A navigation menu on the left lists various options, with "Account Preferences" highlighted in blue. The main content area is titled "Account Preferences - Profile" and contains a form for editing account information. The form fields are:

- First Name:
- Last Name:
- Email:
- Select Language:
- Username: paolucci
- Current Password: *****

At the bottom of the form are "Cancel" and "Save" buttons. The Windows taskbar at the bottom shows the system tray with the date and time: 6:21 PM, 9/1/2011.

2. Click on the Students tab, you should see your child's name who already has an account.
3. Click on the Add+ button on the upper right

Account Preferences - Students - PowerSchool Parent Access - Microsoft Internet Explorer provided by St. Joan of Arc

https://archbalt.powerschool.com/guardian/accountmanagement_students.html

Welcome [redacted] Help | Sign Out

PowerSchool

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars
- Account Preferences

Profile | Students

Account Preferences - Students

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

My Students [Add +](#)

Internet | Protected Mode: Off 100%

6:20 PM 9/1/2011

4. Add the information contained in the second attachment (letter) Access ID = username and Access password= password
5. Choose your relationship to the child (mother, father, grandparent, aunt, etc)
6. Click submit
7. You should now see two tabs at the upper left, one for each child.

