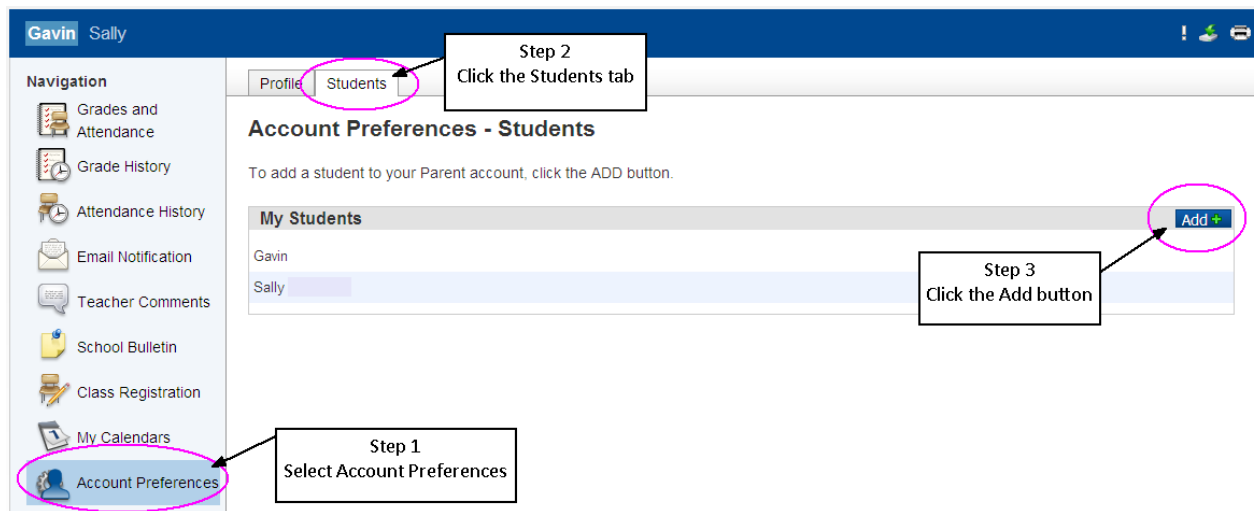


How to Add a Student to an Existing Account

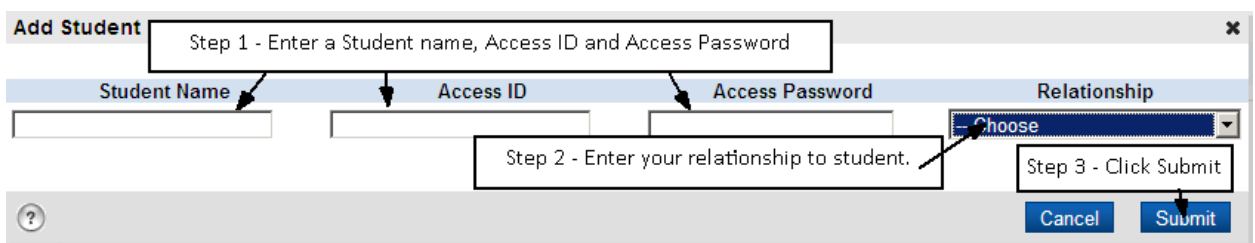
Before you can add an additional student to your existing account, you must have the new student's Access ID and Password. You can obtain this from your student's school.

Log into Parent Portal Access.

1. Select the Account Preferences option from the Navigation menu.
2. Click the Students tab.
3. Click the Add button.



4. Enter your student's name and the Access ID and Access password provided to you by the school.
5. Choose your relationship to the student.



The student will be added to your account.