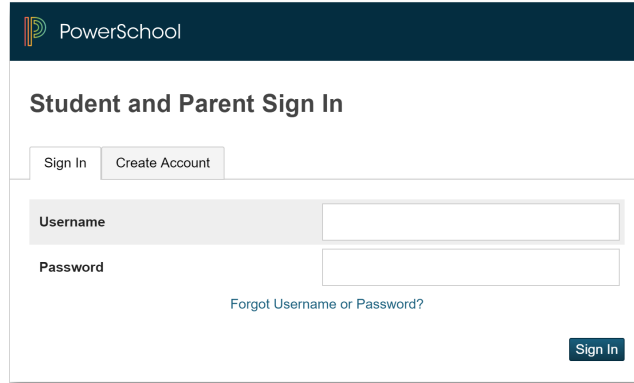


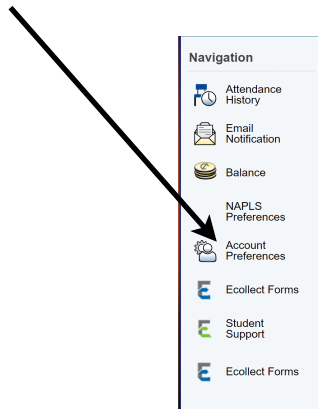
Adding a Student to Your Existing PowerSchool Parent Access Account

Step 1: Login to the PowerSchool Student and Parent Access Site: <https://ps-na.metasolutions.net/public/home.html>

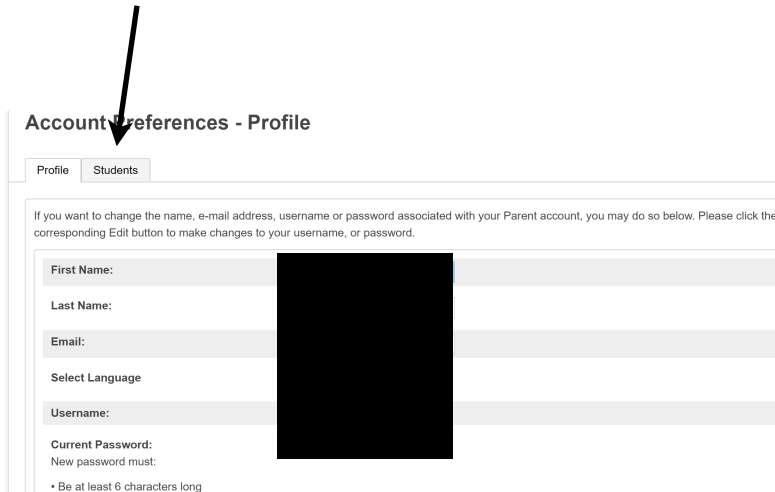


The image shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

Step 2: Click on "Account Preferences"

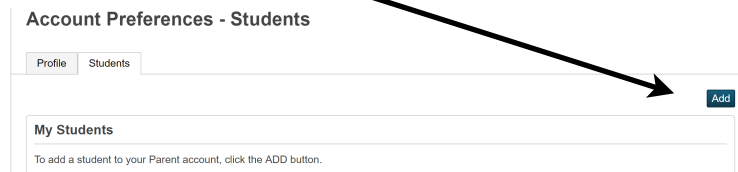


Step 3: Click on the "Students" tab.



The image shows the "Account Preferences - Profile" page. At the top is the heading "Account Preferences - Profile". Below it are two tabs: "Profile" (selected) and "Students". Below the tabs is a message: "If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password." Below the message are several input fields: "First Name:", "Last Name:", "Email:", "Select Language", and "Username:". A large black redaction box covers the content of these fields. Below the "Username:" field is a "Current Password:" field and a "New password must:" field with a bullet point: "• Be at least 6 characters long".

Step 4: Click on the "Add" button.



Account Preferences - Students

Profile Students

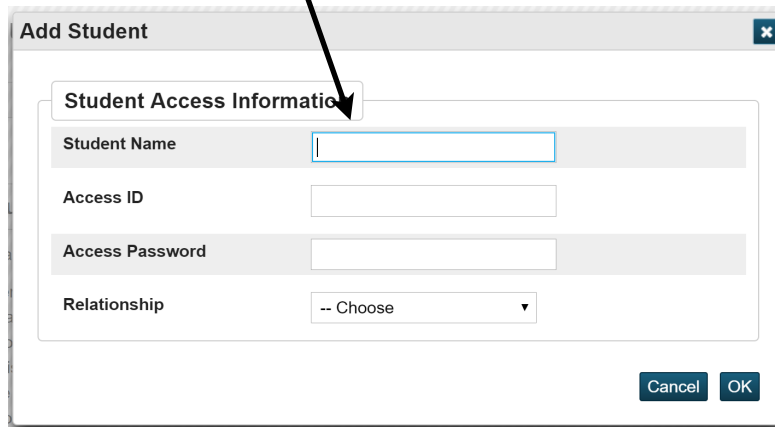
My Students

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

Add

The screenshot shows a web interface titled "Account Preferences - Students". It has two tabs: "Profile" and "Students". Below the tabs is a section titled "My Students" with a sub-header "To add a student to your Parent account, click the ADD button." and a small blue "Add" button on the right side. A black arrow points from the text "Step 4" to this "Add" button.

Step 5: Enter the Student's name, Access ID, and Access Password for the student you want to link to your existing account.



Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship -- Choose

Cancel OK

The screenshot shows a dialog box titled "Add Student" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Student Access Information" with a dropdown arrow. Below this section are four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu currently showing "-- Choose". At the bottom right of the dialog are two buttons: "Cancel" and "OK". A black arrow points from the text "Step 5" to the "Student Name" input field.