PowerSchool

Parent Portal

Adding a new student to an existing parent/guardian portal account

1. Login to a parent portal with your existing username and password

   ![Login Screen](image1)

2. Go to Account Preferences screen

   ![Account Preferences Screen](image2)

3. Click on a Students tab

   ![Account Preferences - Students](image3)

4. Click Add

   ![Add Student](image4)

5. Enter Student Name, Access ID and Access Password provided from student’s attending school

   ![Add Student](image5)

6. Submit

Westfield Public Schools