

Adding a New Student to an Existing Parent Portal

*If you already have an existing parent portal and need to add a new student (i.e. kindergartener, foster child, exchange student, etc...), do the following:

*Log into the existing account

*Select "Account Preferences"

*Click on the "Students" tab

~This will show the current students linked to the account

*Click the Blue "add" Button

*Enter the student information and unique Access Keys assigned to the student. These keys can be obtained from the school office or central office.