

POWERSCHOOL

Setting Up & Using
Your Parent Portal
Account

LOGGING ON

- Open Internet Web Browser, (Preferably Chrome or Safari)

- Type in this address:
<https://powerschool.pval.org/public>

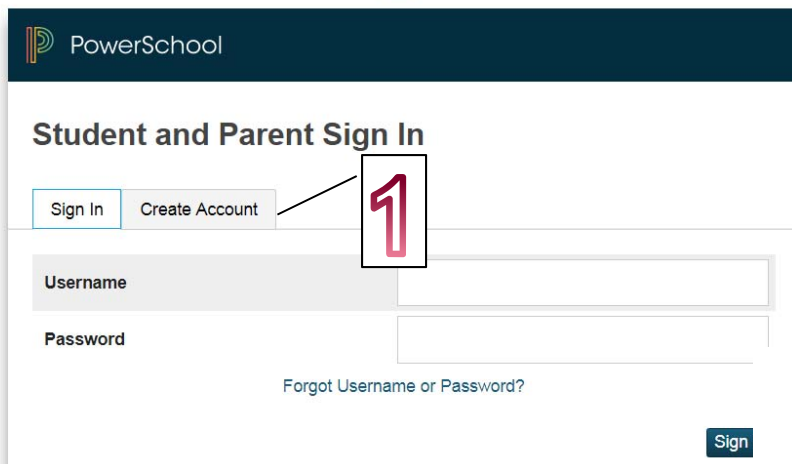
OR

- Go to www.pval.org
 - Look under “Shortcuts” on the left.
 - Then click on “PowerSchool Parent Portal”

SHORTCUTS

- Technology Homepage
- District Calendar 2016-17
- Pine Valley 2016-17 Census Form
- Budget Information
- District Policies Section
- District Newsletter
- Staff Directory
- Adult Interest Courses
- ▢ For Parents
 - PowerSchool Parent Portal

1. Click on the tab to create an account.
2. Then click the next "Create Account" button.



PowerSchool

Student and Parent Sign In

Sign In Create Account

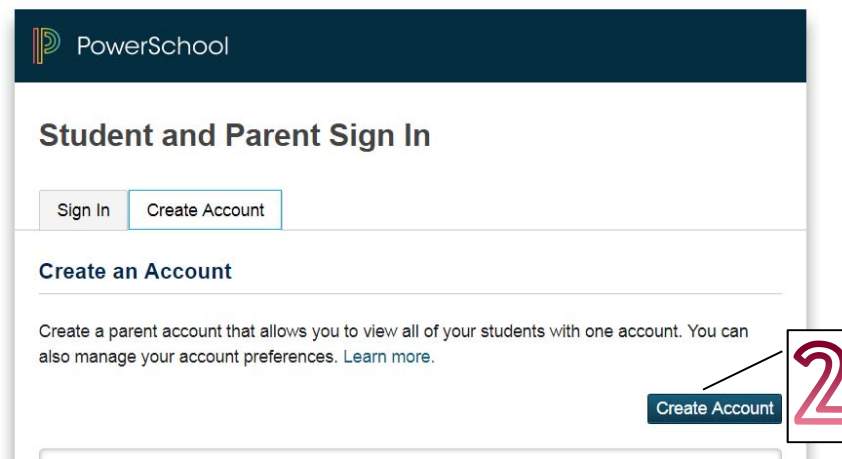
1

Username

Password

[Forgot Username or Password?](#)

Sign



PowerSchool

Student and Parent Sign In

Sign In Create Account

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

2

Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>
Password must:	

Fill in all
the
required
fields

1. Your Access ID and Password is unique to each child and will be on the letter you received from the school.
 2. The Relationship box should be selected as who you are to the student. *IE:* YOU are the student's father, mother, step-mother, step-father, etc.)
- You can add multiple children during your account creation and you can also add children to your account later.

Link Students to Account

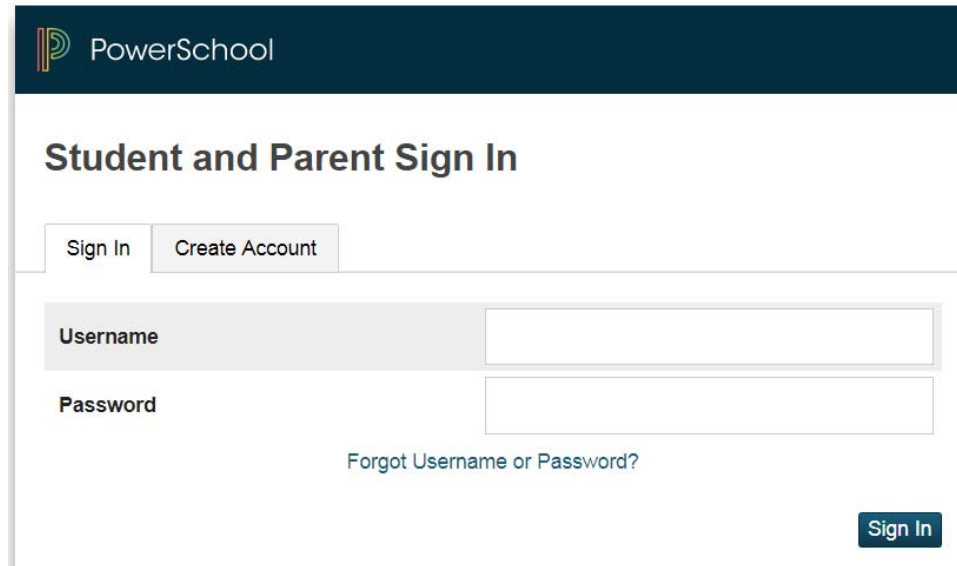
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose --
2	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose --

Don't
forget to
click
"Enter"
when
done

LOG ON

After you create the account, it will require you to log in.

A screenshot of the PowerSchool login page. The page has a dark blue header with the PowerSchool logo. Below the header, the title "Student and Parent Sign In" is displayed. 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 of the form.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

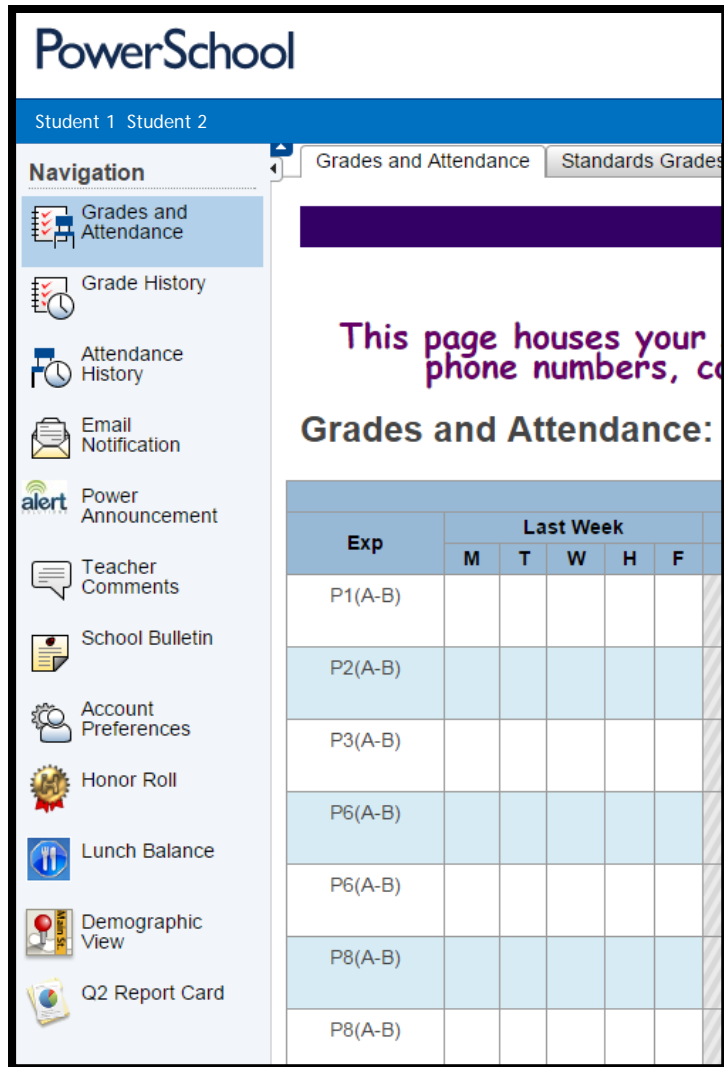
[Forgot Username or Password?](#)

Sign In

This will confirm that your account has been created. Use the user name and password that you created during the last step. Passwords are case sensitive.

Home Page

This is the page that you will first see after logging onto PowerSchool.

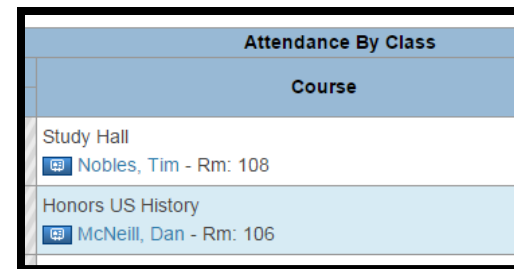


The screenshot shows the PowerSchool Home Page. At the top, there's a blue header with the "PowerSchool" logo and tabs for "Student 1" and "Student 2". Below the header is a "Navigation" sidebar on the left with icons and links for: Grades and Attendance, Grade History, Attendance History, Email Notification, Power Announcement, Teacher Comments, School Bulletin, Account Preferences, Honor Roll, Lunch Balance, Demographic View, and Q2 Report Card. The main content area has tabs for "Grades and Attendance" and "Standards Grades". Below the tabs, there's a purple banner with the text "This page houses your phone numbers, co". Below the banner, the heading "Grades and Attendance:" is followed by a table. The table has columns for "Exp" and "Last Week" (M, T, W, H, F). The rows are labeled P1(A-B), P2(A-B), P3(A-B), P6(A-B), P6(A-B), P8(A-B), and P8(A-B).

Exp	Last Week				
	M	T	W	H	F
P1(A-B)					
P2(A-B)					
P3(A-B)					
P6(A-B)					
P6(A-B)					
P8(A-B)					
P8(A-B)					

You can see:

- A menu for other pages
- Grades for each class
- Attendance for each class
- Daily Attendance totals



The screenshot shows a table titled "Attendance By Class". The table has a header row for "Course" and two rows of data. The first row is for "Study Hall" with teacher "Nobles, Tim - Rm: 108". The second row is for "Honors US History" with teacher "McNeill, Dan - Rm: 106".

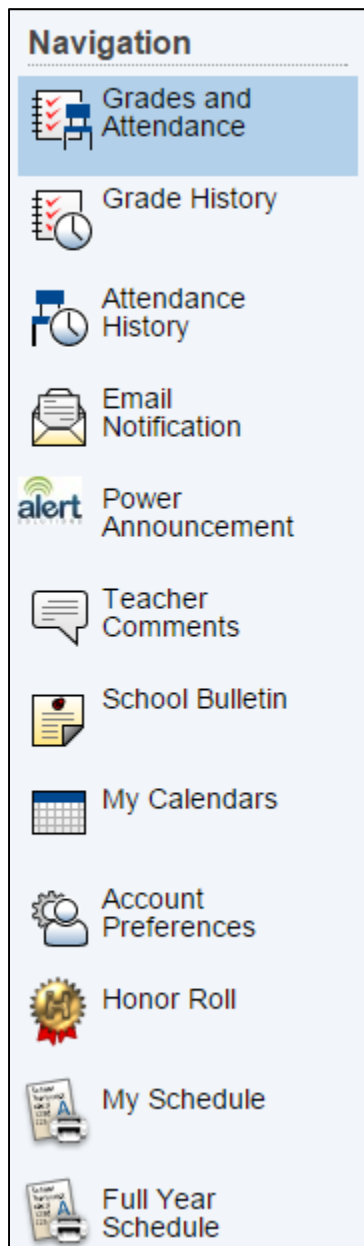
Course
Study Hall Nobles, Tim - Rm: 108
Honors US History McNeill, Dan - Rm: 106

Clicking on teacher's name will allow you to email teacher directly if you have a default email program on your computer

The remainder of this document will show you the pages available in PowerSchool and how you can use them.

The remainder of this document will show you the pages available in PowerSchool and how you can use them.

POWERSCHOOL MENU ICONS



- Grades & Attendance - This is the first page that you see when you log on. It is an overview of grades and attendance for each class.
- Grade History - Shows any Progress & Report Card grades. Clicking on the blue grade will show you the assignments that made up that quarter's grade and any comments the teacher entered onto the report card.
- Attendance History - Shows attendance for each class by day.
- Email Notification - Set up what information you want to receive in your email daily, weekly or monthly.
- PowerAnnouncement- Will be disabled in 2017-2018
- Teacher Comments- View comments teachers make at each marking period.
- School Bulletin - Click here to see any news or event announcements PV wants to share with you.
- My Calendars- Click on subscribe next to any classes that you would like assignments to appear on your personal calendar (you must do this from your mobile device or home computer which has a default email created).
- Account Preferences - Change your First/Last name, Email, User Name and/or Password. This is also where you can add a child to your account (Click the Students tab on this screen).
- Honor Roll- View all honor or merit roll records from grades 5-12.
- My Schedule- View your student's current schedule.
- Full Year Schedule- View your student's schedule for the whole year.

MENU ICONS (CONTINUED):



Test Scores



Lunch Balance

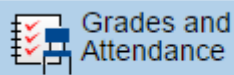


Demographic View



Q2 Report Card

- Test Scores- View Regents scores as well as JCC Placement scores (if applicable)
- Lunch Balance- View your student's lunch account balance and use a link to log into "MySchoolBucks".
- Demographic View- See your student's information such as student number, bus number, bus pick up time, homeroom info, locker info, community service info, parent and other contact info. To make any changes to this information, please call either main office.
- Q# Report Card or Q# Progress Marks- View a progress report or report card, with links to printable versions.



GRADES AND ATTENDANCE

(your home screen)

This screen will show you attendance by period for the current week and the previous week. You can see when your student is tardy to school or a class, see if a day is marked as an “unexcused” or “excused” absence, etc.

You will also see grades in each class. Click on a grade in blue text to be taken to a screen which shows you all the assignments, test grades, projects, etc. that make up that score. Assignment scores are listed by points, percent and the grade. Example: 6/10 points, 60%, 60. The Grade is rounded to the nearest whole number.

Our teachers will sometimes enter an assignment in and give it a due date in the future. This can help remind students and parents when those assignments are due.

Due Date	Category	Assignment	Codes	Score	%	Grd
09/10/2015	HW	Lesson 1 Annotate the Text		10/10	100	100
09/14/2015	QZ	The Lightning Thief Ch 2 Quiz		6/6	100	100



GRADE HISTORY

Grade History

2/3/16: Quarter 2 grades are now POSTED

Grade Key

X1= 5 week progress marks

Q1= Quarter 1 averages

Y1= Final grade

X2= 15 week progress marks

Q2= Quarter 2 averages

L6= Final Exam Score (class exam)

X3= 25 week progress marks

Q3= Quarter 3 averages

R1, R6 or R8= Regents Exam Score

X4= 35 week progress marks

Q4= Quarter 4 averages

U6= Common Core Regents Exam Score

2011-2012

2012-2013

2013-2014

2014-2015

2015-2016

Course Name	Q1				Q2				X1				G
	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	
Chefs				0				0				0	
Earth Science				0				0				0	
English 9				0				0				0	
Geometry				0				0				0	

Here you can see all of the student's scores for the current year and years in the past. Grades are listed by marking period or store code (Q1, X2, etc) and they are listed by test codes. All codes are listed in the Grade Key in the gray box at the top. A purple note will be written each time the grades are updated.

You can look back at previous years by clicking on the year labeled tabs.

Note: Report cards for the most currently completed marking period are available on the separate Report Card screen, available on the menu at the left of the screen.

ATTENDANCE HISTORY

Meeting Attendance History:		Student									
Course	Expression	2/1-2/5					2/8-2/12				
		M	T	W	H	F	M	T	W	H	F
HS Physical Education Corsaro, Kayla OGym E: 08/10/2015 L: 07/01/2016	1(A)	-		-		-		-		-	
Introduction to Robotics Howard, Shawn 121 E: 08/10/2015 L: 07/01/2016	2(A) 2(B)	- A		-		-		-		-	
Spanish 2 Arnone, Danielle 202 E: 08/10/2015 L: 07/01/2016	3(A) 3(B)	- T20		-		-		-		-	
English 9 Spacciapolli, Alison 111 E: 08/10/2015 L: 07/01/2016	4(A) 4(B)	-		-		-		-		-	

This screen will show you attendance for the marking period. The grid is broke down into weeks and periods. You can see the course names, teacher names, and enrollment dates for that course. The Expression is the Period the course takes place in. The courses are listed in period order, but if a course is only on B-day's it is listed after the 9th period course.

At the bottom of the page you can see a key for our attendance codes. Attendance questions can be directed to Jill Kenney, our School Nurse and Attendance Officer.



Email
Notification

EMAIL NOTIFICATION

Email Notifications: Student

What information would you like to receive?

- ☐ Summary of current grades and attendance
- ☒ Detail report showing assignment scores for each class.
- ☐ Detail report of attendance.
- ☐ School announcements.

How often?

Weekly ▼

Email Address

pinevalley@pval.org

Additional Email Addresses

valley@pval.org

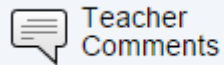
(separate multiple email addresses with commas)

☐ Apply these settings to all your students?

☐ Send now for Student

This is where you can request to receive periodic emails regarding your student. You set what types of information you want, how often you receive the notices and you can enter up to two email addresses for it to be sent to. Once this is set, you can request the reports now and you can apply the settings to all your students.

This is very nice if you don't intend on logging in to check on your student all the time, but would just like a simple quick view on things. These emails can give you a quick view of what assignments there are, the grades for them, and a list of their attendance.



TEACHER COMMENTS

Teacher Comments: Student

Reporting Term Q1 ▾

Exp.	Course #	Course	Teacher	Comment
P1(A-B)	10	Grade HR	Young, Justina	
P2(A-B)	11	EL	Young, Justina	A pleasure to have in class. Takes pride in work.
P3(A-B)	12	MATH	Donato, Jennifer	
P6(A-B)	13	Social Studies	Young, Justina	
P6(A-B)	14	Science & Health	Saxton, David	
P8(A-B)	17	Chorus	Pickreign, Kelley	is a pleasure to have in chorus
P8(A-B)	17	Art	Fox, Tracy	
P8(A-B)	17	Physical Education	Buczek, Chris	
P8(A-B)	17	Guidance	Miller, Amanda	
P8(A-B)	17	Music	Pickreign, Kelley	is a pleasure to have in class
P8(A-B)	17	LMC	Chase, Mark	Participation in class is excellent.

[Show dropped classes also](#)

* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting term score for the appropriate class.

This screen shows you any comments the teachers made at each marking period.


Change the term you are viewing by clicking in the drop down box at the top of the grid.


Note: Report cards for the most currently completed marking period are available on the separate Report Card screen, available on the menu at the left of the screen. Comments for the most recent marking period will be shown on the report card as well.



School Bulletin

SCHOOL BULLETIN




Pine Valley Jr./Sr. High School Bulletin for Thursday, March 10, 2016 

25 Week Marking Period

The 25 week marking period ends on Friday, March 4th.

Student grades will be turned off until Thursday, March 10th for processing.

We thank you for your patience.

View other dates: 

This will show you a pop-up window with important messages from the school. You can view other dates by clicking on the small calendar icon at the bottom.

These messages are unique to each school (ES, HS).



My Calendars

MY CALENDARS

My Calendars: Student

My Calendars operates in conjunction with iCalendar, a personal desktop calendar application. To subscribe to Class Assignments, My Scores, Final Grades, and School Events, use a personal desktop calendar application that supports the iCalendar standard, such as iCal for Macintosh, Windows Calendar for Windows Vista, or Microsoft Outlook.

Homework Calendars

Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1(A)			Subscribe	Subscribe
2(A-B)			Subscribe	Subscribe
3(A-B)			Subscribe	Subscribe
4(A-B)			Subscribe	Subscribe
5(A)			Subscribe	Subscribe
61(A-B)			Subscribe	Subscribe
L2(A-B)			Subscribe	Subscribe
7(A-B)			Subscribe	Subscribe
8(A-B)			Subscribe	Subscribe
9(A-B)			Subscribe	Subscribe
1(B)			Subscribe	Subscribe
5(B)			Subscribe	Subscribe

*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

School Calendars

[School Event Calendar - Subscribe](#)

If you have a default email account set up on your computer (or you are using a mobile device), you can subscribe to calendar appointments for each individual class your student is enrolled in. This means all assignments, tests, etc. will be placed on your calendar by due date.



Note: This can prove overwhelming if you subscribe to all. Therefore, if you have a concern about a specific class, its recommended to only subscribe to that calendar.

ACCOUNT PREFERENCES

Account Preferences - Profile

Profile Students

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.

First Name:	<input type="text" value="Pamela"/>
Last Name:	<input type="text" value="Panther"/>
Email:	<input type="text" value="pride123@gmail.com"/>
Select Language	<input type="text" value="Select a Language"/>
Username:	<input type="text" value="Panther123"/> 
Current Password:	<input type="password" value="*****"/> 

Cancel Save

There are two tabs on this screen. One is Profile and one is Students.

- ◉ The Profile tab allows you to can change your account preferences such as name, email, username and password.
- ◉ The Students tab allows you to add students to your account (please see page 26 for directions).



Honor Roll

HONOR ROLL

Honor Roll

School Year	Grade Level	School Name	Store Code	Honor Roll Method	Level Met
2015-2016	10	Pine Valley Jr./Sr. High School	Q1	Q1 Honor Roll	Honor Roll
2015-2016	10	Pine Valley Jr./Sr. High School	Q2	Q2 Honor Roll	Honor Roll
2014-2015	9	Pine Valley Jr./Sr. High School	Q1	Q1 Honor Roll	Honor Roll
2014-2015	9	Pine Valley Jr./Sr. High School	Q2	Q2 Honor Roll	Honor Roll
2014-2015	9	Pine Valley Jr./Sr. High School	Q3	Q3 Honor Roll	Honor Roll
2014-2015	9	Pine Valley Jr./Sr. High School	Q4	Q4 Honor Roll	Honor Roll

This screen will show you a list view of all the quarters which the student made the Honor or Merit Roll. The level they actually met is under the “Level Met” column at the far right.

This is a useful screen to review when students are creating their student résumé for college and scholarship applications.



My Schedule

MY SCHEDULE

Student Schedule

Enrollments for current school only.

Day	Terms	1	2	3	4	5	L1	61	L2	62	7	8	9
A	15-16 S2 Q3	HS Physical Education 6000.1 Corsaro, Kayla Room: OGym 1(A) 15-16	Art 7001 Mrs. Dole Room: 117 2 (A-B) 15-16	Spanish 5009 Arnone, Danielle Room: 202 3 (A-B) 15-16	Global 2039 Nobles, Tim Room: 108 4 (A-B)	HS Health 6011.5 Corsaro, Kayla Room: 204 5(A) 15-16		Earth Science 4009 Flagg, Kim Room: 210 61 (A-B) 15-16	Lunch 0001.2 Valley, Pine Room: OGym L2(A-B) 15-16		English 1009 Smith, Ann Room: 110 7(A-B) 15-16	Tech 8067 Howard, Shawn Room: 120 8 (A-B) 15-16	Geometry 3211 Cuthbert, Jacob Room: 205 9 (A-B) 15-16
B	15-16 S2 Q3	Earth Science Lab 4109.3 Flagg, Kim Room: 210 1(B) 15-16	Art 7001 Mrs. Dole Room: 117 2 (A-B) 15-16	Spanish 5009 Arnone, Danielle Room: 202 3 (A-B) 15-16	Global 2039 Nobles, Tim Room: 108 4 (A-B)	Study Hall 9504.25 Cuthbert, Jacob Room: 205 5(B) 15-16		Earth Science 4009 Flagg, Kim Room: 210 61 (A-B) 15-16	Lunch 0001.2 Valley, Pine Room: OGym L2(A-B) 15-16		English 1009 Smith, Ann Room: 110 7(A-B) 15-16	Tech 8067 Howard, Shawn Room: 120 8 (A-B) 15-16	Geometry 3211 Cuthbert, Jacob Room: 205 9 (A-B) 15-16

This screen shows you the students schedule for an A day and a B day. Teacher name, location, period and term length are listed for each section.



Full Year Schedule

FULL YEAR SCHEDULE

Student Schedule - List View

Click here to return to matrix view: [Matrix View](#)

Student: Name Student No: 123 Homeroom: Corsaro, Kayla OGym Locker No: 45

15-16 Quarter 1

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
1(A)	15-16		HS Physical Education	Corsaro, Kayla	OGym	08/10/2015	07/01/2016
2(A-B)	15-16		Tech	Howard, Shawn	121	08/10/2015	07/01/2016
3(A-B)	15-16		Spanish	Arnone, Danielle	202	08/10/2015	07/01/2016
4(A-B)	15-16		English	Spacciapoli, Alison	111	08/10/2015	07/01/2016
5(A)	15-16		HS Health	Corsaro, Kayla	204	08/10/2015	07/01/2016
61(A-B)	15-16		Math	Cuthbert, Jacob	205	08/10/2015	07/01/2016
L2(A-B)	15-16		Lunch	Valley, Pine	OGym	08/10/2015	07/01/2016
7(A-B)	15-16		Global History	Nobles, Tim	108	08/10/2015	07/01/2016
8(A-B)	15-16		Chefs	Hesse, G. Elizabeth	116	08/10/2015	07/01/2016
9(A-B)	15-16		Earth Science	Flagg, Kim	210	08/10/2015	07/01/2016
1(B)	15-16		Earth Science Lab	Flagg, Kim	210	08/10/2015	07/01/2016
5(B)	15-16	43	Study Hall	Cuthbert, Jacob	205	08/10/2015	07/01/2016

15-16 Quarter 2

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
1(A)	15-16		HS Physical Education	Corsaro, Kayla	OGym	08/10/2015	07/01/2016

This view of the student schedule allows you to see their schedule for the whole year, not just the current term. Each term is a separate table with a header. See the red boxes.

The period, term, course number, name, teacher, room and enter/exit dates are listed.

This is helpful for students who are taking a semester long course and need to know what follows it in the next semester. Study halls can also change at the semester mark.



Test Scores

TEST SCORES

Test Scores

Test	Date	Score Name	Score	Description
Accuplacer		Reading Score		JCC Admissions Exam
Accuplacer		Writing Score		JCC Admissions Exam
Accuplacer		Algebra Score		JCC Admissions Exam

Regents Test scores (from NYS table)

Test	Test Date	Test Description	Numeric Score	Alpha Score
Regents	06/01/20	Regents Phy Set/Earth Sci - Jun		
Regents	06/01/20	Regents Geometry - Jun		

Regents Test scores (from stored grades table)

Course Name	Year	Month	Grade Level	Score
Integrated Algebra		June	9	
Geometry		June	9	
Honors Earth Science		June	9	

This screen will show you all Regents test scores. Scores are broken down into two sections and the top section may be a duplicate of the records in the bottom section.

If a student has taken the Accuplacer for Jamestown Community College's College Connections program, those scores are also displayed at the top.



Lunch Balance

LUNCH BALANCE

Lunch Balances

Lunch balances are updated once every morning

Date	Time	Balance	Description
February 18, 2016	5:00 AM	\$41.10	() surrounding the balance indicates a <u>negative</u> account balance

Parent Note:

The lunch balance is to provide general account information based on Dylan's account balance provided from the school lunch system.
For a more complete list of transactions or balance information please contact the cafeteria manager.

Cafeteria Manager: [Terry Brown](#) Phone Number (716) 988-3291 ext.3321 Email Address tbrown@pval.org

Access [MySchoolBucks](#) online payment system, view breakfast and lunch menus and other related information.
[MySchoolBucks](#)

This screen will show you the student's lunch balance. There is also contact information for the Cafeteria Manager and a link to the website which manages your funds.



Demographic View

DEMOGRAPHIC VIEW

Demographics NEW

If any corrections or additions need to be made to the information below, please contact your child's school main office (ES- 988-3291; HS- 988-3276).

Student Demographic Information			
Name (Last, First MI)	Pamela Ventura	Student number	1234
Address	1 Apple Lane Jamestown, NY 14701	Mailing Address	PO Box 2 Jamestown, NY 14701
Home Phone	716-555-1234		
Gender	F	Bus Number	123
DOB	01/01/2001	Approximate Pick Up Time	7:08 AM
Grade Level	7	Graduation Year	2021
Home Room	Aud	Homeroom Teacher	Valley, Pine
Locker Combination	01-02-03	Locker Number	66
Community Service Hours:	20.50 <i>(updated as of 1/27/2016)</i>	Required Community Service Hours:	70
Contact 1 <i>Parent/Guardian residing with student</i>			
Father's Name	Jason Ventura	Work Phone	716-555-4567
email	jasonV@yahoo.com	Cell Phone	716-555-7890
Contact 2 <i>Parent/Guardian or Other Adult residing with student</i>			
Stepparent's Name	Carolyn Ventura	Home Phone	716-555-1472
email	carolynV@yahoo.com	Work Phone	716-555-2589
		Cell Phone	716-555-3698
Contact 3 <i>Parent/Guardian <u>not</u> residing with student</i>			
Mother's Name	Sally Anderson	Home Phone	716-555-1593
email	sallyand@gmail.com	Work Phone	716-555-3578
		Cell Phone	716-555-8462
Would like to receive mailing? Yes			
Mailing Address	PO Box 789	Jamestown	NY, 14701

This is an overview of your student's information. It also includes the contact information the school has on file for your student. It is important to view this for accuracy and then report any necessary changes to the main office.

Lockers, community service, and bussing information can be especially helpful.



Q2 Report Card

REPORT CARDS

Q2 Report Card



2015-2016 School Year
Quarter 2 Report Card
Marking Period: 11/7/15-1/29/16

STORED ON: 2/1/16

Pine Valley Jr./Sr. High School

7827 Route 83

South Dayton, NY 14138

Paul Mihalko, Principal

Phone: 716-988-3276

FAX: 716-988-3139

Students Name

[REDACTED]

Students Number

[REDACTED]

Gender

[REDACTED]

Grade

[REDACTED]

Homeroom

[REDACTED]

COURSE	GRADE	TEACHER	ABS		TAR		COMMENT
			YTD	YTD	YTD	YTD	
[REDACTED]	[REDACTED]	Szumigala, Jill	1	0	[REDACTED]	0	[REDACTED] is an excellent student with a talent for writing. He is becoming more focused in class.
[REDACTED]	[REDACTED]	[REDACTED]	2	0	[REDACTED]	0	Great attitude. Excellent attendance. Outstanding academic performance. BONUS BANK: +1 Overall
[REDACTED]	[REDACTED]	[REDACTED]	1	0	[REDACTED]	0	
[REDACTED]	[REDACTED]	[REDACTED]	1	0	[REDACTED]	0	A pleasure to have in class. Participation in class is excellent.
[REDACTED]	[REDACTED]	[REDACTED]	0	0	[REDACTED]	0	A pleasure to have in class.
HS Physical Education	[REDACTED]	Corsaro, Kayla	2	0	[REDACTED]	0	
HS Health	[REDACTED]	Corsaro, Kayla	0	0	[REDACTED]	0	
[REDACTED]	[REDACTED]	[REDACTED]	0	0	[REDACTED]	0	

Quarter 1 Average

Quarter 2 Average

Quarter 3 Average

Quarter 4 Average

This screen gives you the students report card for the most recent marking period. Grades, comments, attendance information and quarterly averages are provided here. There is "Print" button which formats the screen better for printing.

ADDING A STUDENT TO YOUR ACCOUNT

*Have a student moving into
the 5th grade?*

*Need to add another student
to your account?*

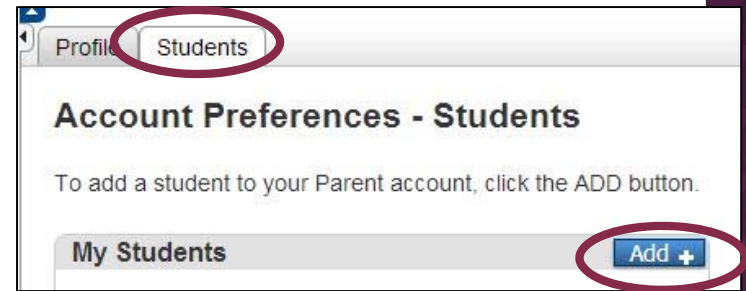
No need to create another account!

Add the student to your current account.

It's so easy!

ADDING A STUDENT TO AN EXISTING PARENT ACCOUNT:

- ◉ Log in using the account information you have already created
- ◉ Go to the Account Preferences icon on the menu at the left side of the page.
- ◉ Click on the Students tab.
- ◉ Then click the Add button.



- ◉ Enter your student's name, Access ID, Access Password, and your Relationship to the student.

Done! Easy!