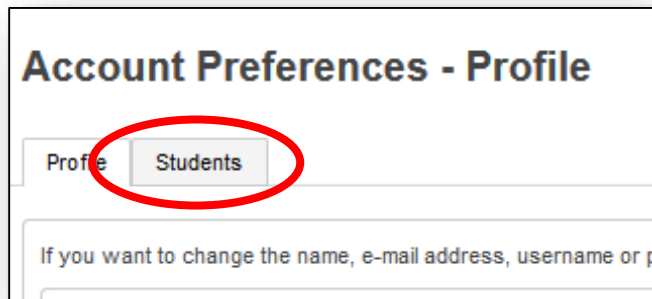
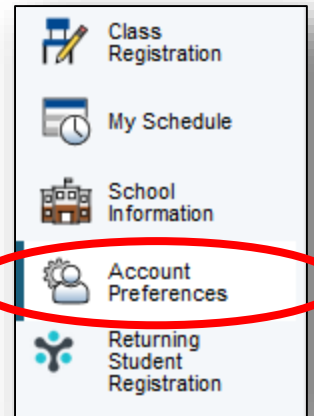
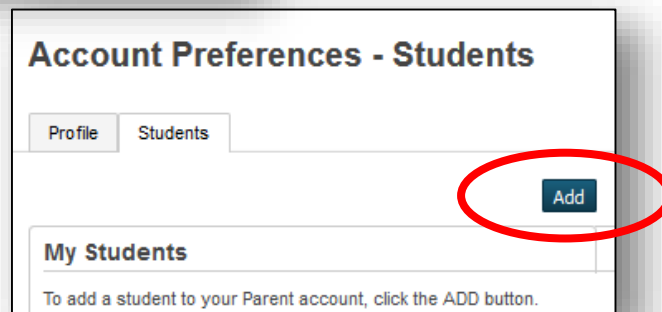


## Quick Start Guide for Linking Additional Children to Your Parent Portal Account

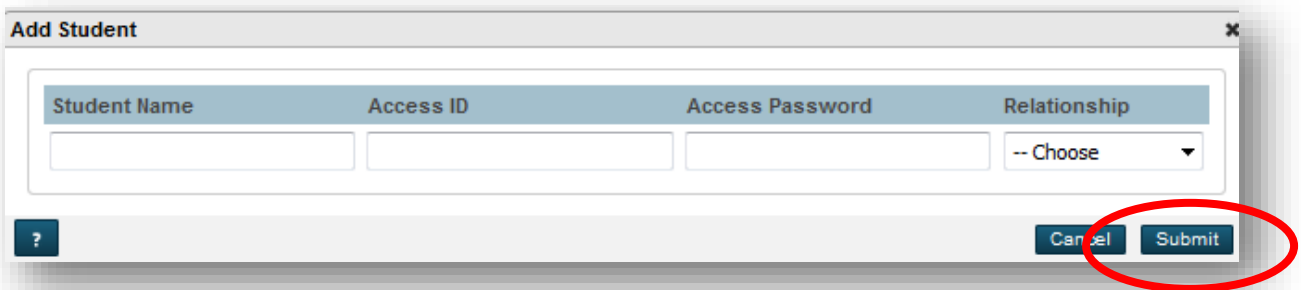
1. You must be logged into your Parent Portal account. Locate the item in the menu of the Parent Portal screen that is titled **Account Preferences** and click on it.
2. Click on the tab titled **Students**.



3. Click the **Add** button.



4. Enter your additional child's **name**, **ID<sup>1</sup>**, **Password<sup>1</sup>**, and **relationship** to the child.



The 'Add Student' form has four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '-- Choose' selected). At the bottom right, the 'Submit' button is circled in red.

5. Click **Submit**.

<sup>1</sup> Must use the ID and password provided in the parent letter and not from the student letter.