

## POWERSCHOOL PARENT PORTAL:

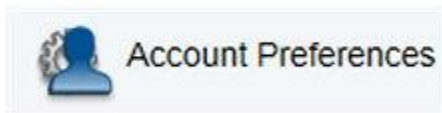
<https://powerschool.pembinahills.ca/public>

### Adding Students after Having Created your Single Sign On Account

If you have already created your SINGLE SIGN-ON parent/guardian login account to the Parent Portal, then you have most likely already linked your account to one or more of your children.

If you need to add another child to your account, follow these steps:

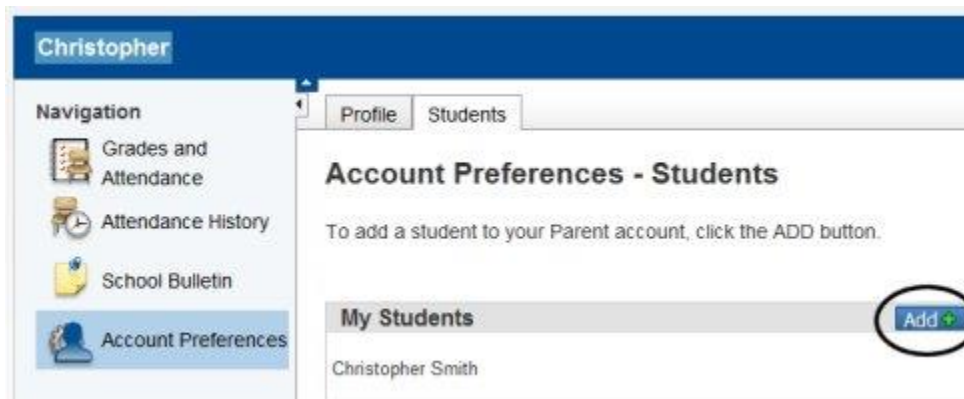
1. Login to the Parent Portal using your username and password.
2. As depicted below, click on the 'Account Preferences' button.



3. By default, you will go to the 'Account Preferences - Profile' page. Click on the 'Students' tab.



4. Now that you've arrived at the Student Account Preferences page, click on the 'Add' button. (Any currently linked students will appear under the 'My Students' heading).



5. After clicking the 'Add' button, an 'Add Student' window will pop up. At this point, you can enter the student's name, Access ID and Access Password (as indicated on the parent letter you received from the school).

**Add Student**

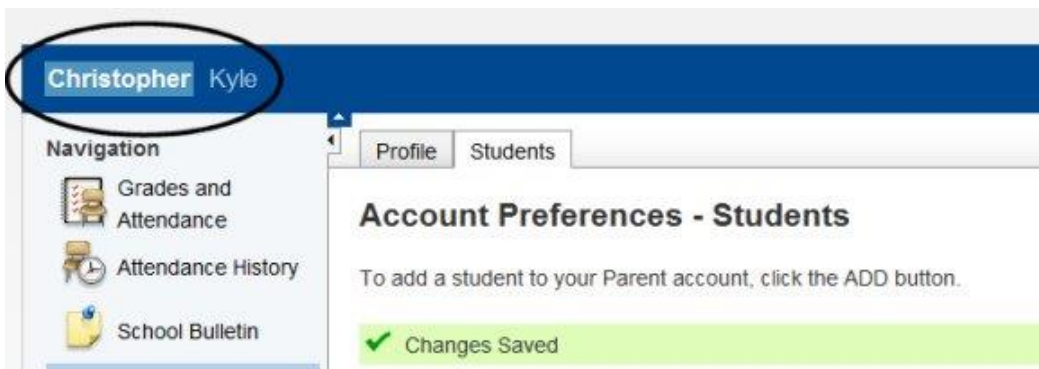
Student Name      Access ID      Access Password      Relationship  
-- Choose

Cancel      Submit

6. Click the 'Submit' button.



7. Your child is now added and their name will appear next to your previously linked child(ren). Each one of your linked children will have their own 'button', so simply click on the button to switch from one child to the next. (The currently selected child will have their button appear in blue).



8. Repeat the above steps for any other children you may still need to add to your account.