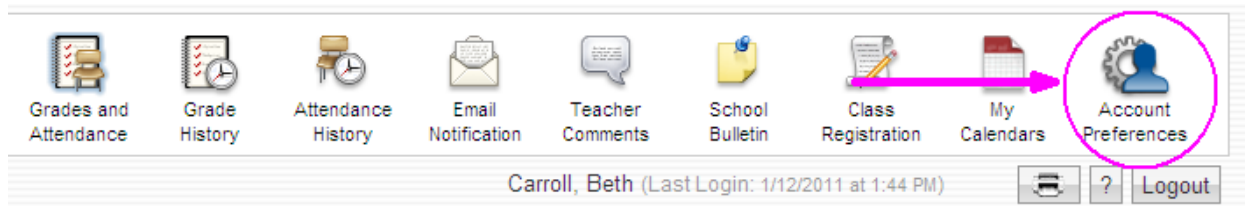


# How to Add a Student to an Existing Account

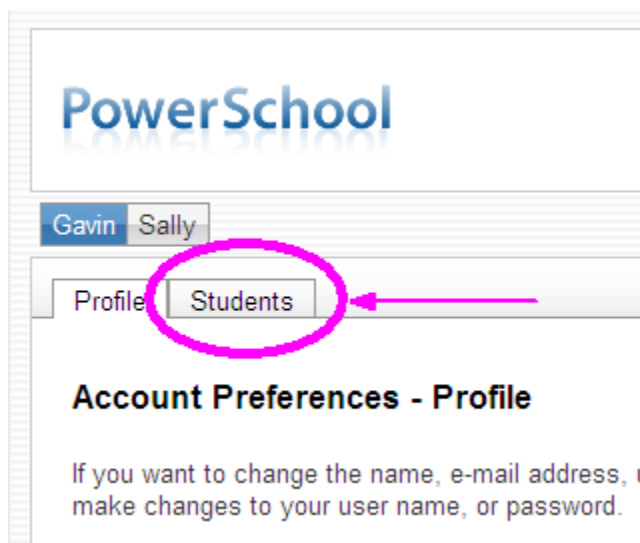
Before you can add an additional student to your existing account, you must have the new student's Access ID and Password. You can obtain this from your student's school.

Log into Parent Access

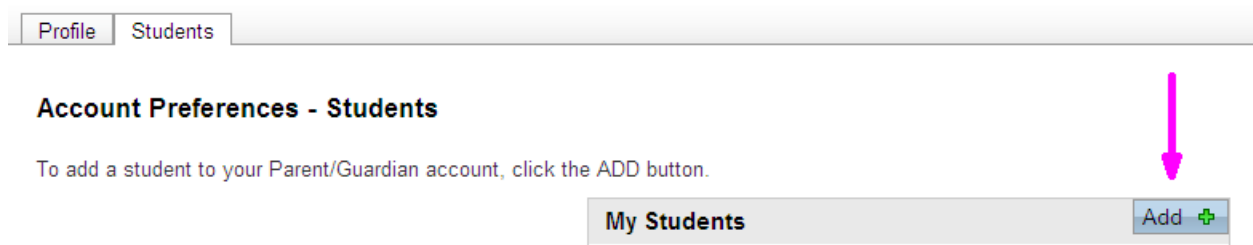
Click on the Account Preferences icon



Click on the Students tab



To add a student to your account, click the Add button



Enter the student's full name, Access ID, Access Password and their relationship to you. Click the Submit button when done.

**Add Student**

<b>Student Name</b>	<b>Access ID</b>	<b>Access Password</b>	<b>Relationship</b>
<input type="text" value="Kelly Carroll"/>	<input type="text" value="carro0528"/>	<input type="password" value="••••"/>	<input type="text" value="Daughter"/>

This student will be added to your account.