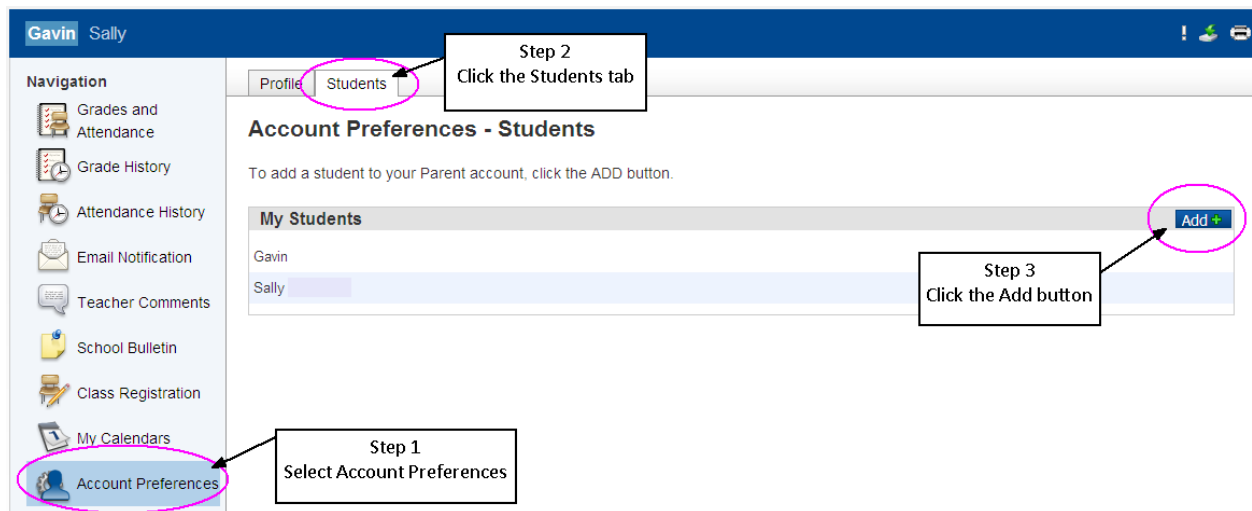


How to Add a Student to an Existing Account

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

1. Select the Account Preferences option from the Navigation menu
2. Click the Students tab
3. Click the Add button



4. Enter your student's name and the Access ID and Access password provided to you by the school.
5. Choose your relationship to the student

The 'Add Student' form is shown with the following fields and instructions:

- Student Name:** A text input field with an arrow pointing to it from a callout box: 'Step 1 - Enter a Student name, Access ID and Access Password'.
- Access ID:** A text input field with an arrow pointing to it from the same callout box.
- Access Password:** A text input field with an arrow pointing to it from the same callout box.
- Relationship:** A dropdown menu with 'Choose' selected. An arrow points to it from a callout box: 'Step 2 - Enter your relationship to student.'
- Buttons:** 'Cancel' and 'Submit' buttons. An arrow points to the 'Submit' button from a callout box: 'Step 3 - Click Submit'.

The student will be added to your account.