

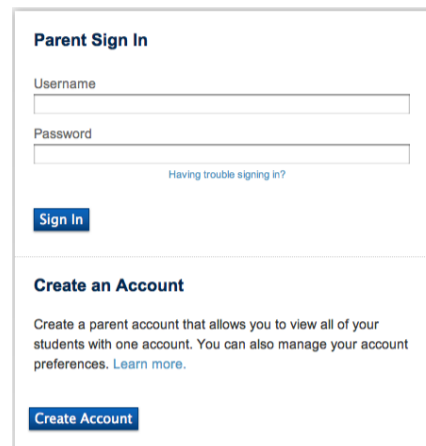
PowerSchool Add a Student to Current Account

Parents,

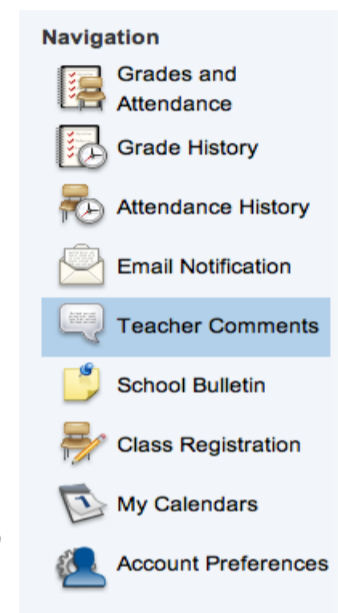
Please read this important information so you can add all siblings in grades 6-8 to your existing PowerSchool account. To do so you need the student access code and id that were emailed to you.

Go to the PowerSchool login page:

<https://sfarch.powerschool.com/public/> or click onto the PowerSchool link on the schools website under Parents Info. You will see the following screen:



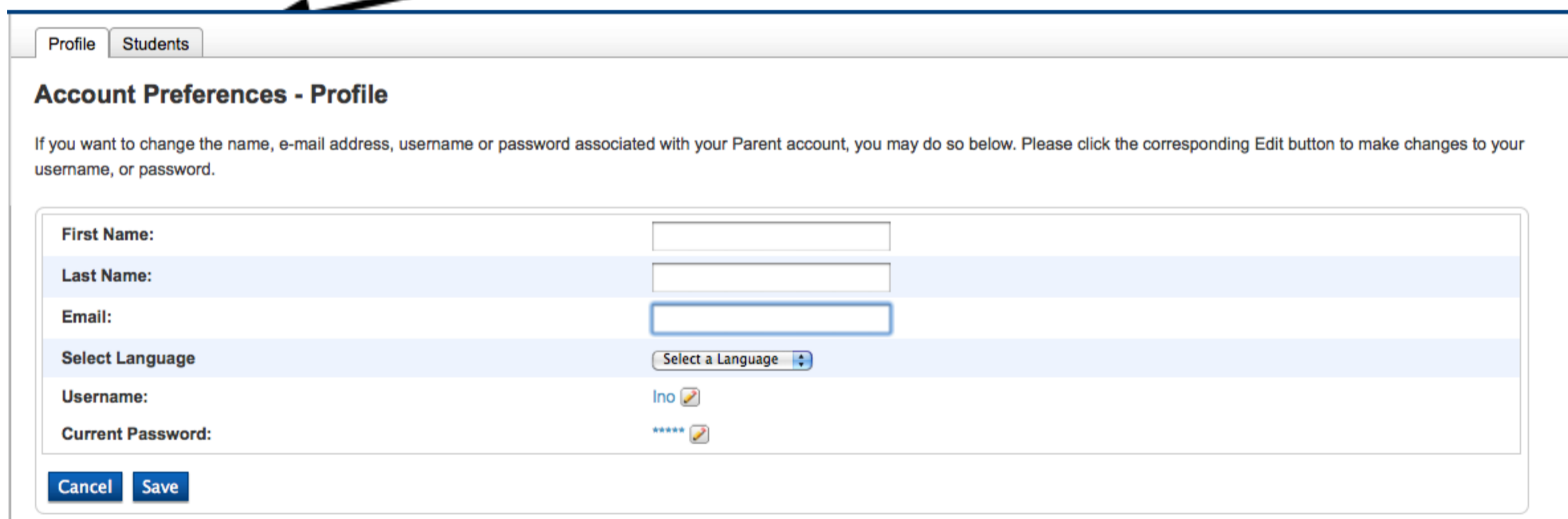
The screenshot shows the 'Parent Sign In' section with fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'Having trouble signing in?'. Below it is the 'Create an Account' section with a description and a 'Create Account' button.



1. Login to your existing PowerSchool account

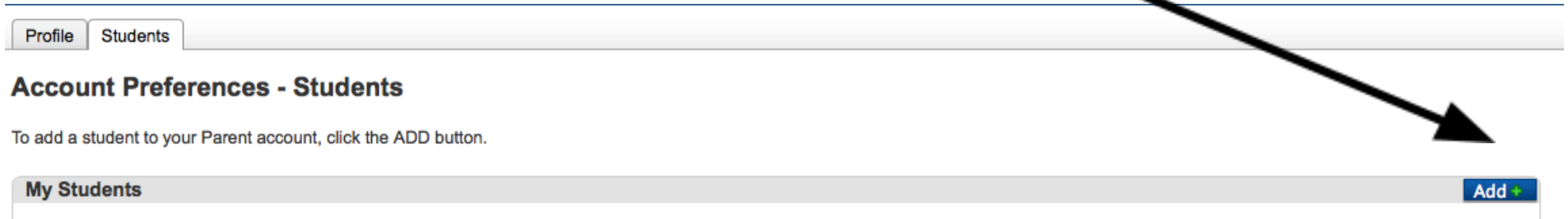
2. Once you are in your PowerSchool account click on Account Preferences

3. Click on the **Students** tab located on the top of your screen



The screenshot shows the 'Account Preferences - Profile' page. It has tabs for 'Profile' and 'Students'. The main content area contains fields for 'First Name', 'Last Name', 'Email', 'Select Language' (a dropdown menu), 'Username' (with an edit icon), and 'Current Password' (with an edit icon). There are 'Cancel' and 'Save' buttons at the bottom.

3. Click on the **Add +** button located on the right of the screen



The screenshot shows the 'Account Preferences - Students' page. It has tabs for 'Profile' and 'Students'. The main content area contains the text 'To add a student to your Parent account, click the ADD button.' Below this is a section titled 'My Students' with an 'Add +' button on the right.

- Enter the First and Last Name of your student.

- Enter the Access ID and Access Password for each student.

Your students Access Id and Access Password are located on the bottom of this sheet

- Select the relationship you are to the student.

Make sure and press Submit to finish the process.

If each parent has a separate account this process needs to be done for each established account.

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

After successfully attaching your student to your account in, you will see tabs under the PowerSchool logo listing your student family members.



- Select the appropriate name to change the page for that student's information.



What if you forget your login information?

On the login page click on "Having Trouble Logging in?"

If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.

If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.