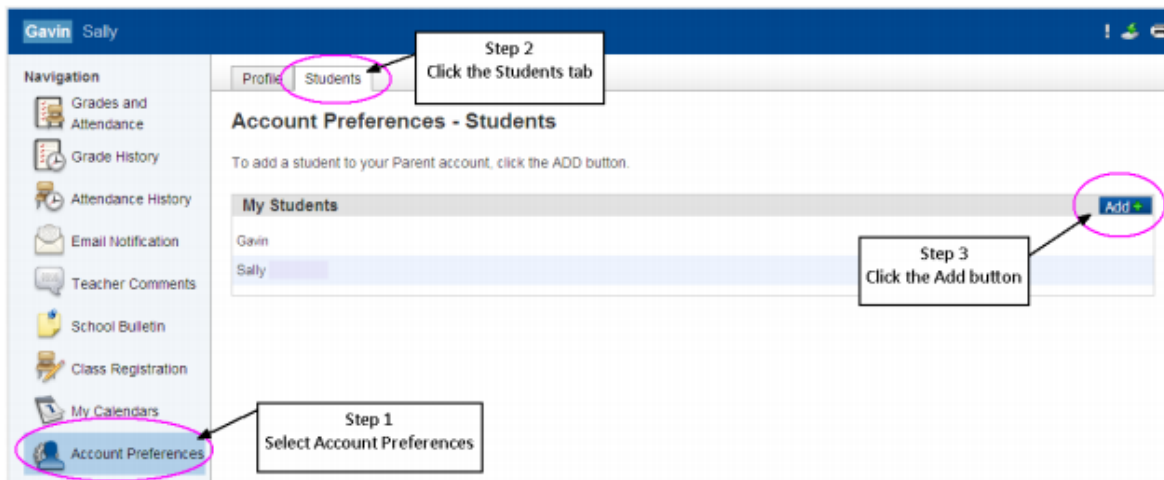


## How to Add a Student to an Existing Account

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 the Parent/Caregiver Portal

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 has a title bar that says 'Step 1 - Enter a Student name, Access ID and Access Password'. It contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with 'Choose' selected. Below the form are 'Cancel' and 'Submit' buttons. A callout box labeled 'Step 2 - Enter your relationship to student.' points to the 'Relationship' dropdown. Another callout box labeled 'Step 3 - Click Submit' points to the 'Submit' button.

The student will be added to your account.