

Steps to Add Additional Children to an Existing PowerSchool Portal Account

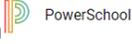
The PowerSchool Portal allows you to use a single account to view information on more than one child. You can link your children when you first create an account, or can add them later by following the process below:

Step 1: NAVIGATE TO THE PARENT PORTAL LOGIN PAGE

The Parent/Student Portal can be found at the following web address:

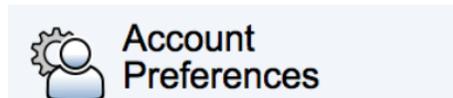
<https://sgcsd.powerschool.com/public/home.html>

This link can also be found on the district's home page, <https://www.scotiaglenvilleschools.org/>

By clicking on the PowerSchool icon 

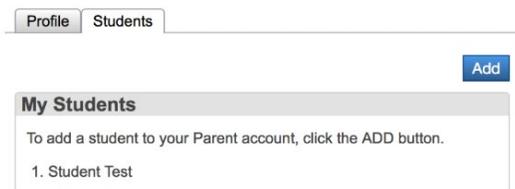
Step 2: Click on the "Account Preferences" button.

Once logged into the portal, click on the "Account Preferences" button located on the lower left of the home screen.



Step 3: Click on the "Students" tab under account preferences.

Account Preferences - Students



Step 4: Click on the "Add" button.

When prompted, enter your child's name (to identify this child in your account), the Access Key (ID and Password, as provided in the letter) and your relationship to this student.

A dialog box titled "Add Student" with a close button (x) in the top right corner. It contains a table with four columns: "Student Name", "Access ID", "Access Password", and "Relationship". The "Student Name" and "Access ID" columns have text input fields. The "Access Password" column has a text input field. The "Relationship" column has a dropdown menu with "-- Choose" selected. At the bottom left is a question mark icon, and at the bottom right are "Cancel" and "Submit" buttons.

Step 5: Click the "Submit" button.

Your child will be added to your account. You will now be able to switch between children using the names shown below the "PowerSchool" logo on the upper right of each page, as shown below:

PowerSchool

