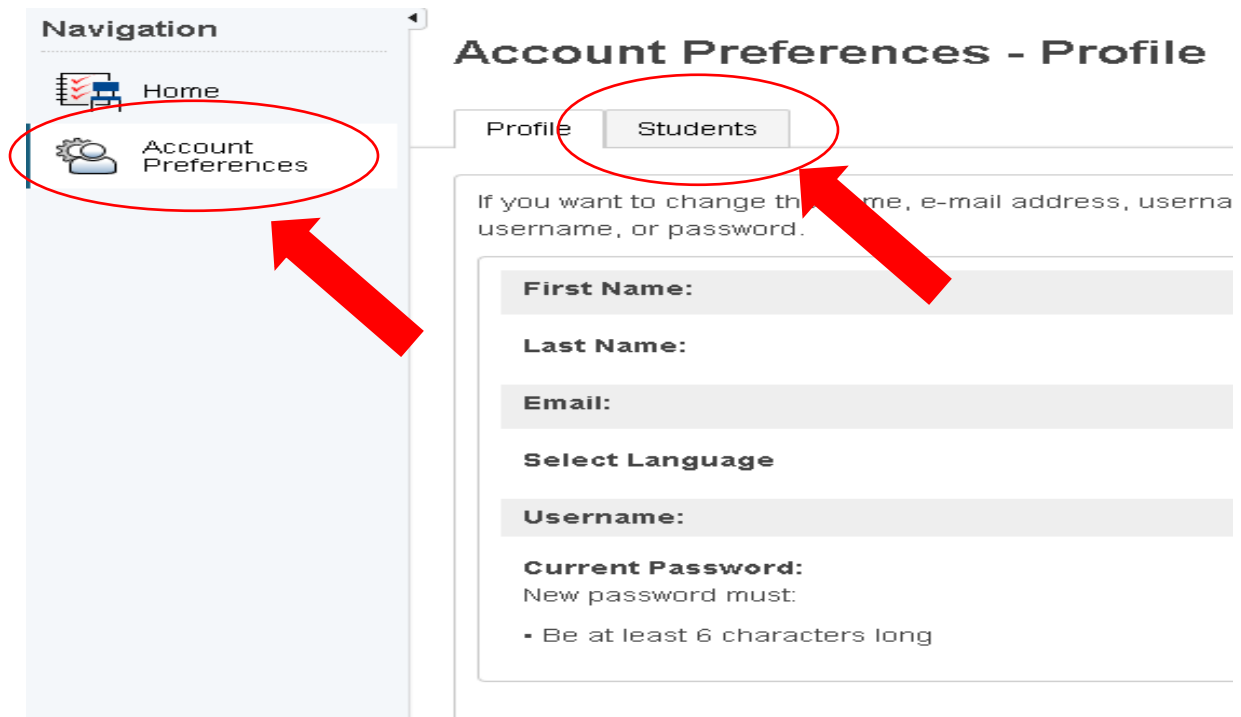


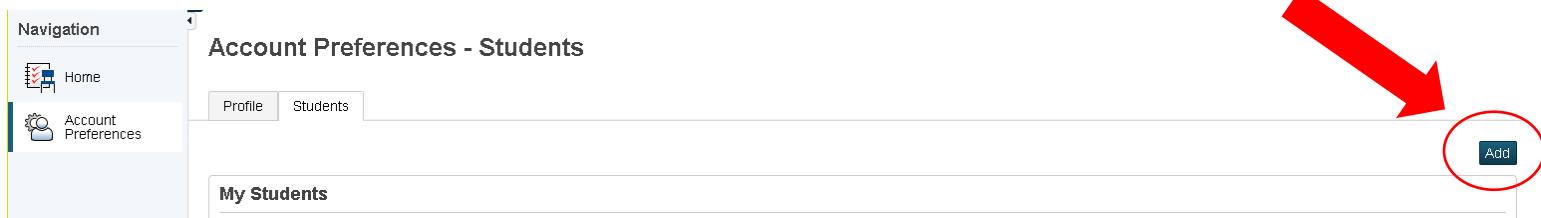
## Adding Students to a Current Parent Account

When in your parent account, choose the Account Preferences tab in the Navigation menu on the left-hand side of the screen. Shown below, once that tab is chosen, you'll see two additional tabs: Profile and Students.



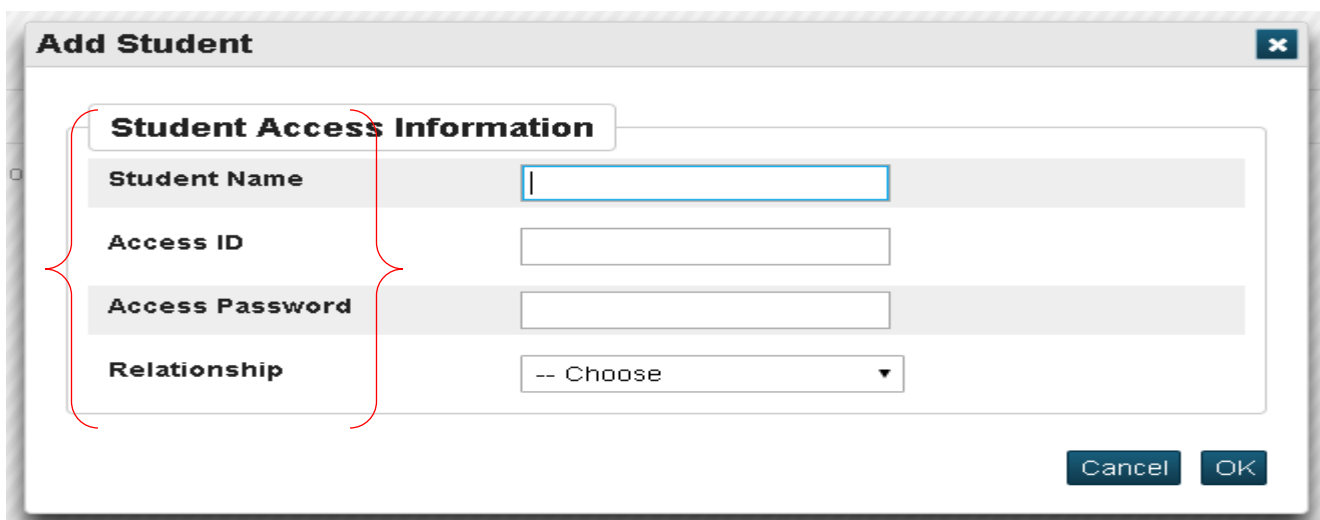
The screenshot shows the 'Account Preferences - Profile' page. On the left, a 'Navigation' menu has 'Account Preferences' circled in red with a red arrow pointing to it. The main content area has two tabs: 'Profile' and 'Students', with 'Students' circled in red and a red arrow pointing to it. Below the tabs, there is a text prompt: 'If you want to change the name, e-mail address, username, or password.' followed by several input fields: 'First Name:', 'Last Name:', 'Email:', 'Select Language', 'Username:', and 'Current Password:'. The 'Current Password' field includes a note: 'New password must: - Be at least 6 characters long'.

After choosing the Students tab, you'll see the screen below. Choose the "Add" button on the right.



The screenshot shows the 'Account Preferences - Students' page. The 'Navigation' menu on the left has 'Account Preferences' selected. The main content area has two tabs: 'Profile' and 'Students', with 'Students' selected. Below the tabs, there is a section titled 'My Students'. On the right side of the page, there is a blue 'Add' button circled in red with a red arrow pointing to it.

After doing so, you'll find a screen similar to the one available when you initially created your parent account. Enter the requested fields (Student Name, Access ID, Access Password, and Relationship) and click "OK". If you do not have the information necessary, please click "Cancel" and contact your child's home school main office, or call the Technology Department at 724-941-6251 x7261.



The screenshot shows the 'Add Student' dialog box. It has a title bar with 'Add Student' and a close button. The main content area is titled 'Student Access Information' and contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with '-- Choose' selected. At the bottom right, there are two buttons: 'Cancel' and 'OK'.