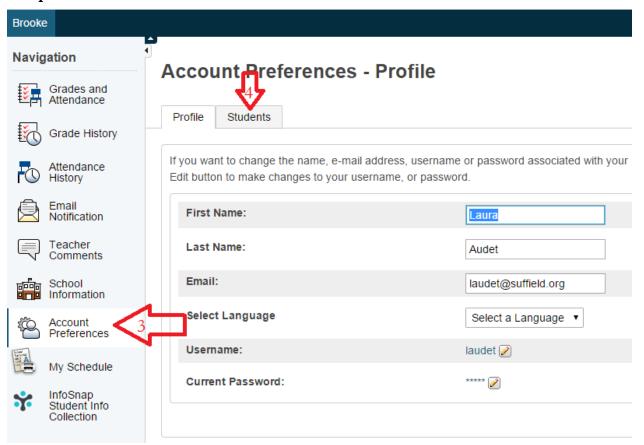# Steps to ADD a student to your EXISTING PowerSchool Parent Portal Account
# Suffield Public Schools

**Step 1:** Open an internet browser and go to http://powerschool.suffield.org/public
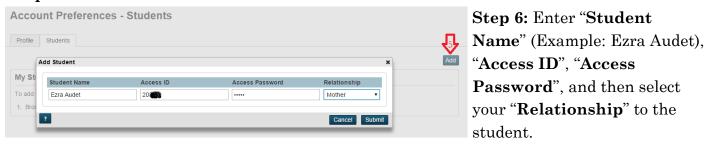
**Step 2:** Log into your account.

**Step 3:** Click on "**Account Preferences**" in the left navigation

**Step 4:** Click on the "**Students**" Tab



**Step 5:** Click "**Add**"



**Step 6:** Enter "**Student Name**" (Example: Ezra Audet), "**Access ID**", "**Access Password**", and then select your "**Relationship**" to the student.

**Step 7:** Click the "**Submit**" button

Repeat steps 5 and 6 for each child you would like to add to your account.

**You are finished!**