

# 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

Brooke

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Information
- Account Preferences**
- My Schedule
- InfoSnap Student Info Collection

## Account Preferences - Profile

Profile **Students**

If you want to change the name, e-mail address, username or password associated with your Edit button to make changes to your username, or password.

**First Name:**

**Last Name:**

**Email:**

**Select Language**

**Username:**

**Current Password:**

**Step 5:** Click “Add”

Account Preferences - Students

Profile Students

**Add Student**

Student Name	Access ID	Access Password	Relationship
Ezra Audet	20	.....	Mother

Cancel Submit

**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!**