

# How to Add a New Student to an Existing PowerSchool Parent Access Account



In order to add a student to your PowerSchool Parent Access account, you must have an **Access ID** and **Access Password** for each student that you wish to add. This information will be sent to you via email once you register your student(s). You can also retrieve this information by calling your student's school office.

Go to the following link: <https://powerschool.npd117.net/public> and sign in to your account

(This link is always available by going to [www.npd117.net](http://www.npd117.net) and going to the "Parents & Students" header and clicking on the "Parent Access" link)

PowerSchool

Welcome, [Name] | Help | Sign Out

Navigation

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### Account Preferences - Students

Profile | **Students**

#### My Students

To add a student to your Parent account, click the ADD button.

- [Redacted]

#### Add Student

**Student Access Information**

Student Name

Access ID

Access Password

Relationship

Cancel OK

Once you have signed in to your account, on the bottom left side of the screen, click on "Account Preferences". When this screen opens, select the "Students" tab at the top, which allows you to select the "Add" button on the right. This opens a dialog box which allows you to enter the student's info to add.

Fill out the information and select OK to submit.