



## Breck School PowerSchool Parent Portal How To Add A Student To Your Account

If you need to add a student to your PowerSchool Parent Portal account, all you need is your login information and the Access ID and Password information for each additional student. You should have received the Access ID and Password for each of your students in either a mailing or email from Breck School.

These instructions will guide you through the simple process of adding students to your PowerSchool Parent Portal account.

1. In a browser such as Google Chrome, Firefox, Safari, or Internet Explorer, navigate to <https://breck.powerschool.com> and login to your account. If you have forgotten your username or password, click on the "Forgot Username or Password?" link and follow the steps to retrieve your login information or reset your password.

The image shows a screenshot of the PowerSchool Parent Portal sign-in page. At the top is a dark blue header with the PowerSchool logo. Below the header, the page title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (active) and "Create Account". The sign-in form includes a "Username" label and a text input field, a "Password" label and a text input field, and a "Forgot Username or Password?" link. A "Sign In" button is located at the bottom right of the form area.

PowerSchool

### Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

2. Select “Account Preferences” at the bottom of the left hand menu. Then select the “Students” tab at the top of the preferences screen.

The screenshot shows the PowerSchool web interface. At the top, the PowerSchool logo is on the left, and the user's name 'Jane' is on the right. Below the logo is a navigation menu with various icons and labels: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, Forms, School Bulletin, Class Registration, My Schedule, School Information, and Account Preferences. The 'Account Preferences' section is expanded, showing a sub-menu with 'Profile' and 'Students' tabs. The 'Students' tab is selected. The main content area is titled 'Account Preferences - Students' and contains an 'Add' button in the top right corner. Below the 'Add' button is a section titled 'My Students' with a text input field and a list of students. The list contains one entry: '1. Jane Mustang'.

3. Click on the “Add” button in the upper right corner. Enter the Student Name, Access ID, Access Password and relationship for the student you are adding to your account. Finally, click the “Submit” button.

This screenshot shows the same 'Account Preferences - Students' screen as the previous one, but with the 'Add Student' modal open. The modal is a small window with a title bar that says 'Add Student'. It contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with a blue arrow icon and the text '-- Choose'. At the bottom of the modal are two buttons: 'Cancel' and 'Submit'. The background of the main screen is dimmed.

4. After submitting the form you will now see the name of your newly added student along with your previously added students in the dark blue bar at the top of the screen.





