

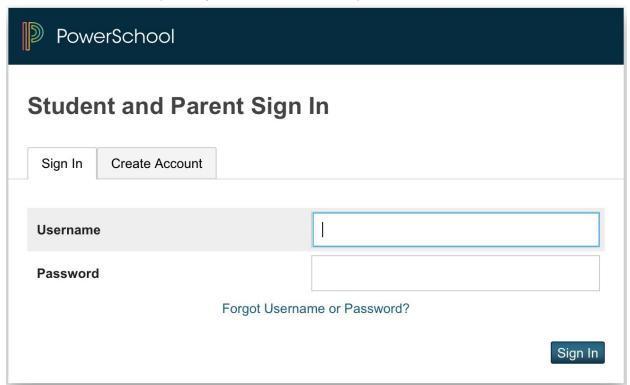


Breck School PowerSchool Parent Portal How To Add A Student To Your Account

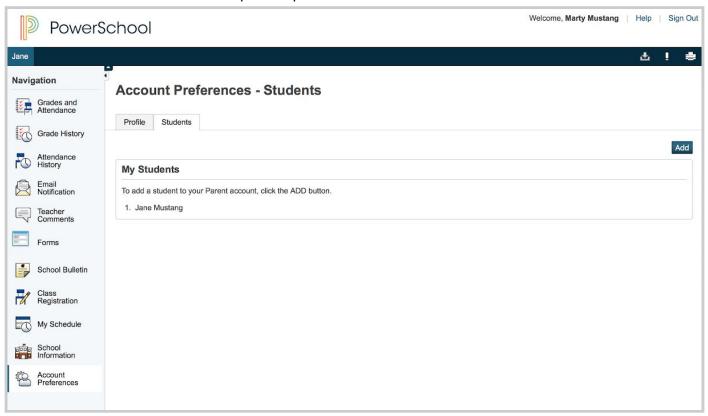
If you need to add a student to your PowerSchool Parent Portal account, all you need is your login information and the Access ID and Password information for each additional student. You should have received the Access ID and Password for each of your students in either a mailing or email from Breck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

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

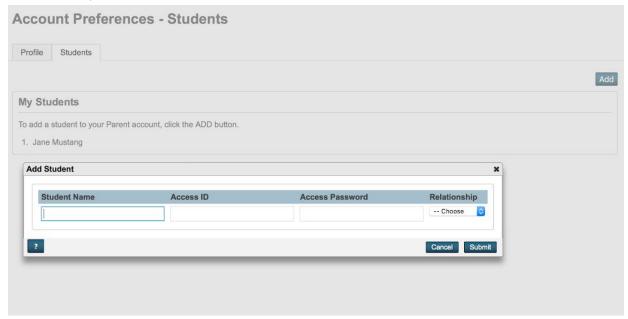
 In a browser such as Google Chrome, Firefox, Safari, or Internet Explorer, navigate to https://breck.powerschool.com and login to your account. If you have forgotten your username or password, click on the "Forgot Username or Password?" link and follow the steps to retrieve your login information or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



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



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.



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.

