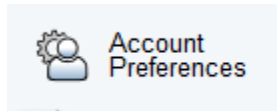


Adding a Student(s) to a PowerSchool Parent Account

Before you add a student to your PowerSchool account, you must have the student's Access ID and Access Password. Contact your student's school for this information.

1. In a browser navigate to <https://ps-dubuque.gwaea.org>
2. After logging into PowerSchool parent portal, choose Account Preferences from the navigation bar on the left side of the screen.



3. Select the Students tab. Choose the Add button.



4. Enter your student's name, Access ID, Access Password and Relationship. Submit.

A screenshot of the "Add Student" form. It has four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu with "-- Choose" selected. There are "Cancel" and "Submit" buttons at the bottom right.