



## How To Add Additional Students To Your Account

1. Open an internet browser on your computer.
2. Navigate to the district homepage at <https://passaicschools.org>
3. Select **Parents > PowerSchool**
4. Or go to <https://passaic.powerschool.com>

The screenshot shows the PowerSchool SIS login interface. At the top, there is a dark blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs, there is a "Select Language" dropdown menu set to "English". Below that are two input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is at the bottom right of the form.

5. Enter your username and password in the appropriate fields.
6. Click on the **Sign In** button
7. Select the **Account Preferences** button on the left navigation menu.

The screenshot shows the PowerSchool SIS interface after logging in. The top navigation bar includes the user's name: Keylyn, Lizet, Angel. A left navigation menu is visible, with "Account Preferences" highlighted. The main content area is titled "Grades and Attendance:" and shows a table for "Grades and Attendance 19".

Exp	Last W		
	M	T	W
P1(M-TH)			
P2-P3(M-F)			
P4(M-F)			
P5(M-F)			
P6-P7(M-F)			
P8(M-F)			
P9(M,TH)		.	.
HR(M-F)		T	
P9(T)	.		.



8. Click on the **Students** tab.

Account Preferences - Students

Profile Students Parent Demographics

My Students

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

1. Keylyn Arenas-Corona
2. Lizet Gonzalez Herrera
3. Angel Ramirez

Add

9. Click the **Add** button.

Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship -- Choose

Cancel OK

10. Type in your student's data (**Access ID** and **Access Password** can be found on the PowerSchool Parent Portal letter from your school).

11. Press **OK**.

**If you have any issues please contact your school's Parent Liaison**