

To Add or Link Students to Your PowerSchool Account

After logging into your PowerSchool account, select **Account Preferences** (located on the left hand side). Then, in the middle of the page, click the **Student** tab and then select **ADD**.

You will need to enter the following information:

- Student Name
- Access ID - (**P** followed by your child's ID number – example P123456)
- Access Password - (Child's mother's maiden name)
- Relationship to Student - (i.e. Mother, Father, Step-Mother, Step-Father, Guardian, etc.)

After the account has been linked, if you forget your user name or password, you will be able to reset the user name or password online via email by clicking the "Having trouble logging in?" prompt on the PowerSchool sign-in page.

If you have any questions or concerns regarding adding or linking students to your PowerSchool account, please contact the District 158 Registration Department at (847) 659-6147.