

# How to Add Students to Parent Portal

**This article will show how to add students to a parent portal account.**

Helpful Tip:

Click the arrows next to the navigation menu or header to close the menus.

image-1623768528873.png

1. Login to Parent Portal. It will default to the Grades and Attendance page.

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2. Scroll down and click "Account Preferences" from the left side menu.

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3. Click the Students tab.

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4. Click "Add".

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5. Enter the student information.

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6. Click "OK".

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