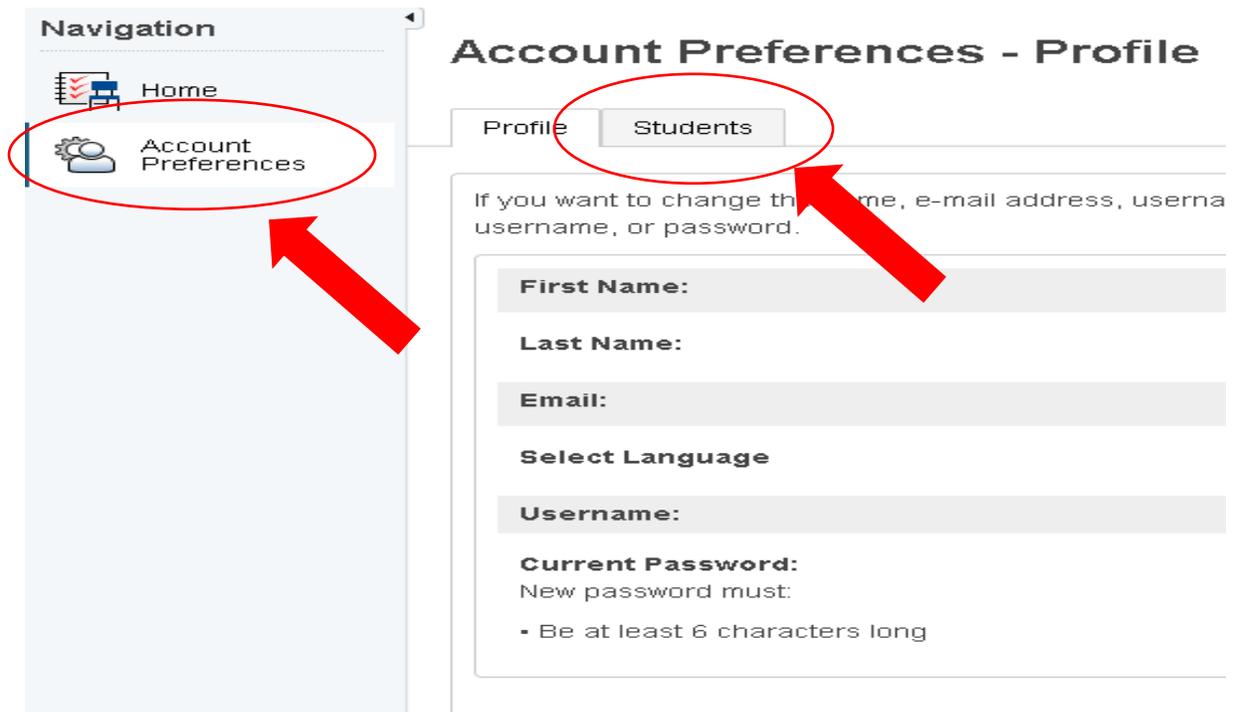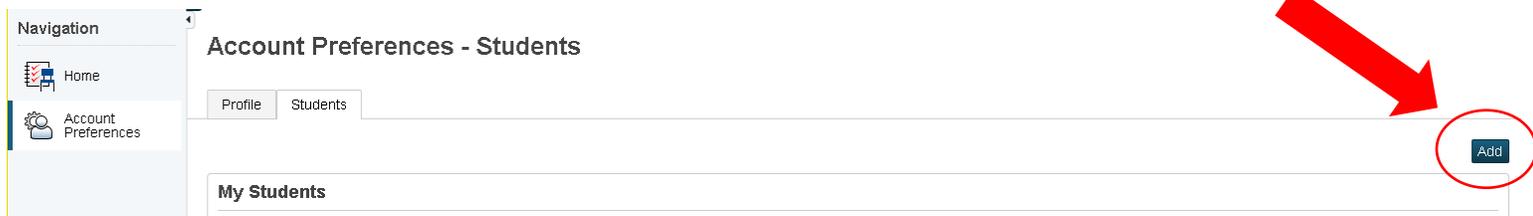# Adding Students to a Current Parent Account

When in your parent account, choose the Account Preferences tab in the Navigation menu on the left-hand side of the screen. Shown below, once that tab is chosen, you'll see two additional tabs: Profile and Students.
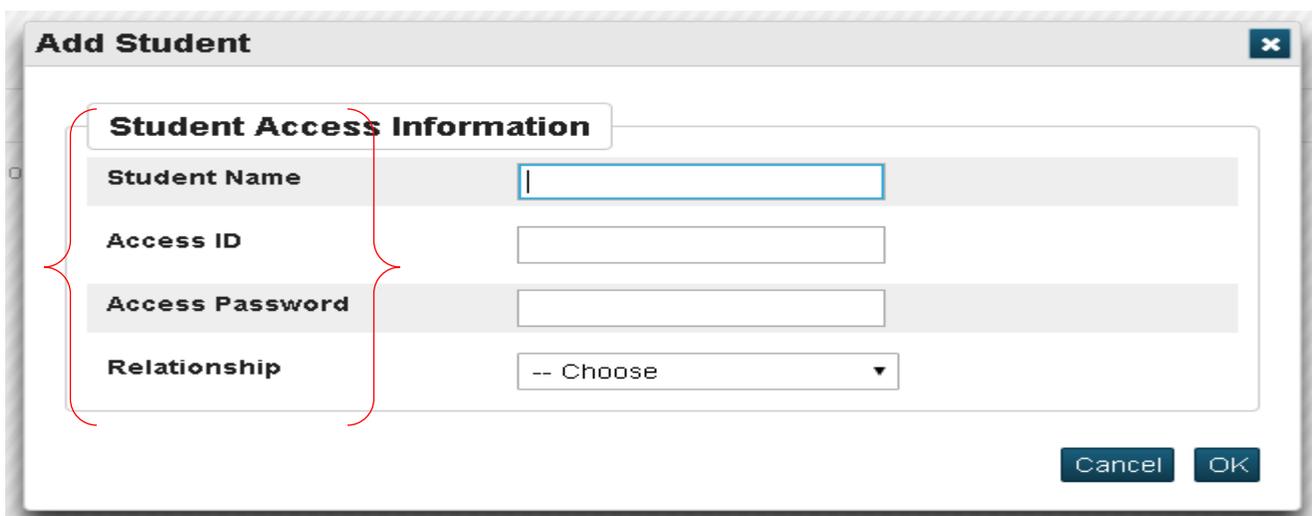

After choosing the Students tab, you'll see the screen below. Choose the "Add" button on the right.

After doing so, you'll find a screen similar to the one available when you initially created your parent account. Enter the requested fields (Student Name, Access ID, Access Password, and Relationship) and click "OK". If you do not have the information necessary, please click "Cancel" and contact your child's home school main office.