

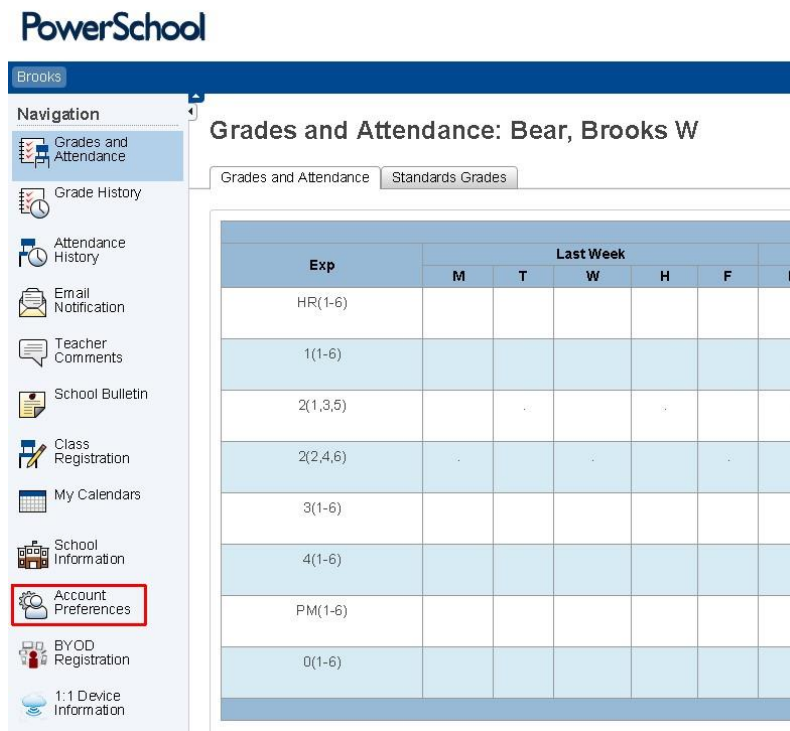
Adding a Student to a PowerSchool Parent/Guardian Access Account

1. Open your web browser and go to <https://premier.donegalsd.org>
Once there, log in to the portal using your **Parent Access Account** credentials.



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2. When the **Grade and Attendance** screen opens, click on the **Account Preferences** link on the menu that appears on the left side of the screen.



Exp	Last Week					
	M	T	W	H	F	M
HR(1-6)						
1(1-6)						
2(1,3,5)						
2(2,4,6)						
3(1-6)						
4(1-6)						
PM(1-6)						
0(1-6)						

3. Next, click on the **Students** tab.

Account Preferences - Profile

Profile **Students**

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so by

First Name:
Last Name:
Email:
Select Language
Username:
Current Password:

4. Now, click on the **Add** button

Account Preferences - Students

Profile Students **Add**

My Students

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

1. Brooks Bear

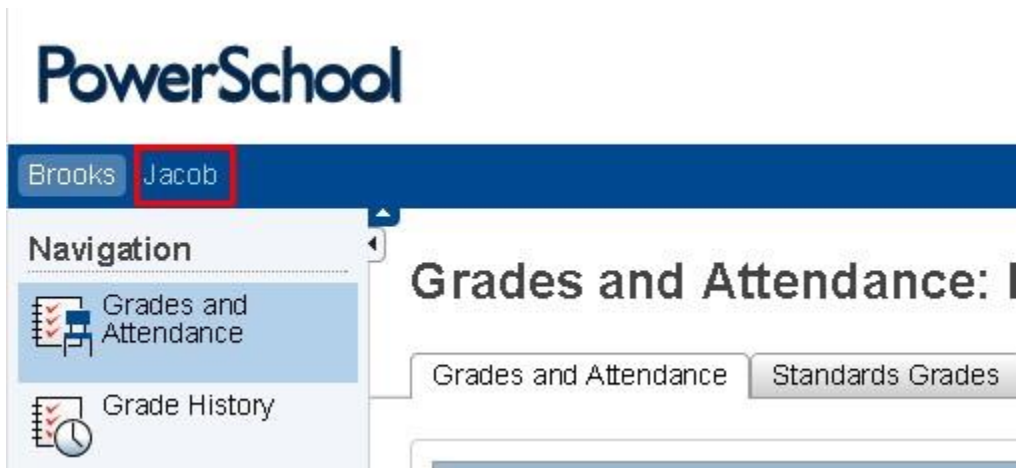
5. Enter the **Student Name**, **Access ID**, and **Access Password** from the PowerSchool letter you received from your school. Enter the information **EXACTLY AS IT APPEARS ON THE LETTER!** Choose the appropriate Relationship from the drop-down menu. Click on the **Submit** button to add the student to your Parent/Guardian Access Account.

Add Student [X]

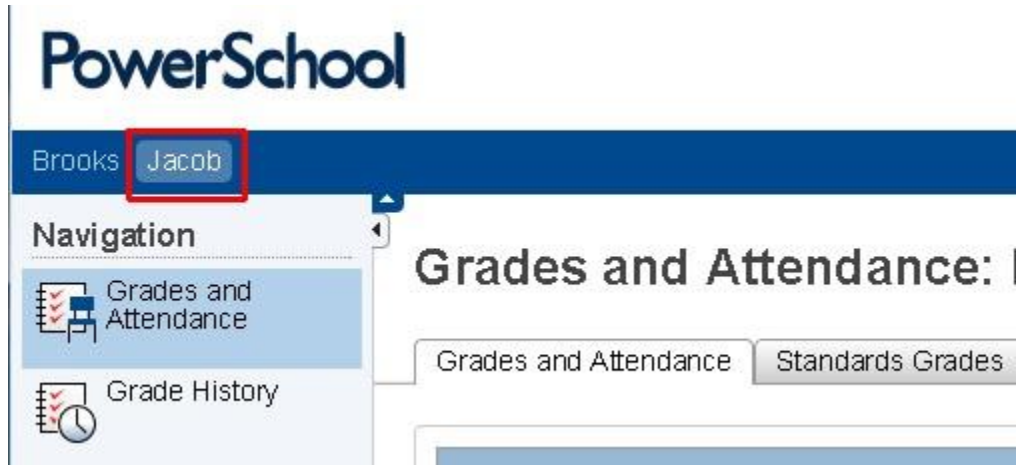
Student Name	Access ID	Access Password	Relationship
Jacob Bear	Bear247	Father

[?] [Cancel] **Submit**

6. You will now see that the student's name has been added to the upper left of the Parent portal screen.



7. Click on the student's name to view his/her information.



Repeat this process for any additional students you'd like to add.