

How to Add a Sibling to an Existing PowerSchool Account

Before you can add an additional child to your **existing account**, you must have the **Access ID** and **Access Password** associated to your child. You can obtain this from your student's school.

From the Bloomfield Public School District's website (www.bloomfieldschools.org):

- Select your school from the drop-down menu at the top.
- Choose the Parent Portal Quick Link. Open the Parent Portal.
- Log in with your Username and Password

Perform the following steps:

1. Select **Account Preferences** from the Navigation menu
2. Click the **Students** tab
3. Click the **Add** button

The screenshot shows the 'Account Preferences - Students' page. On the left is a navigation menu with 'Account Preferences' circled in red. The main content area has two tabs: 'Profile' and 'Students', with 'Students' circled in red. Below the tabs is a section titled 'My Students' with the text 'To add a student to your Parent account, click the ADD button.' and a list with one item '1.'. An 'Add' button in the top right corner of this section is circled in red.

4. Enter your **Student's name** (first last) and the **Access ID** and **Access Password** provided to you. (Access IDs and PWs are case sensitive)
5. Choose your **Relationship** to the student.
6. Click **Submit**. The student will be added to your account.

The 'Add Student' dialog box has a title bar with a close button. Below the title bar is a section titled 'Student Access Information' containing four input fields: 'Student Name' (text box), 'Access ID' (text box), 'Access Password' (text box), and 'Relationship' (dropdown menu with '-- Choose' selected). At the bottom right of the dialog are 'Cancel' and 'OK' buttons.