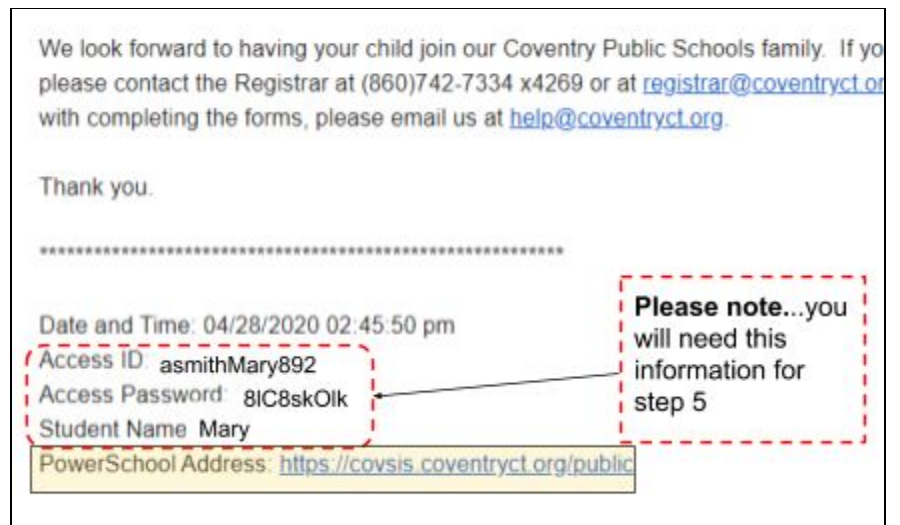
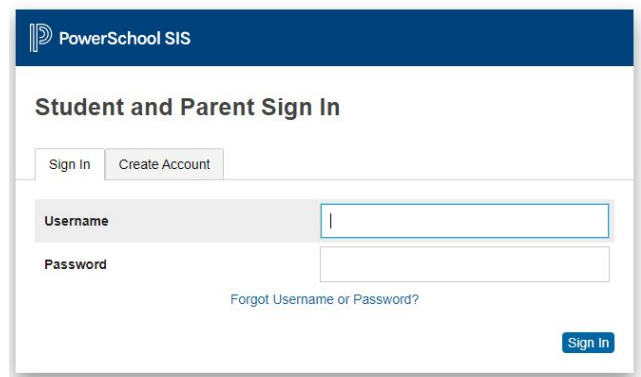


Adding a Child to Your PowerSchool Parent Portal Account for Registration

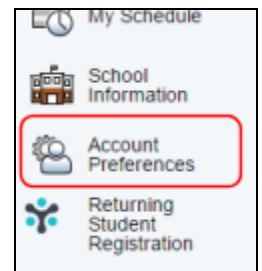
1. Open the email you receive from your new registration. Scroll to the bottom and you should see something similar to what you see at the right. Click on the link next to the PowerSchool Address to open the Coventry Public Schools Parent Portal (as highlighted to the right).



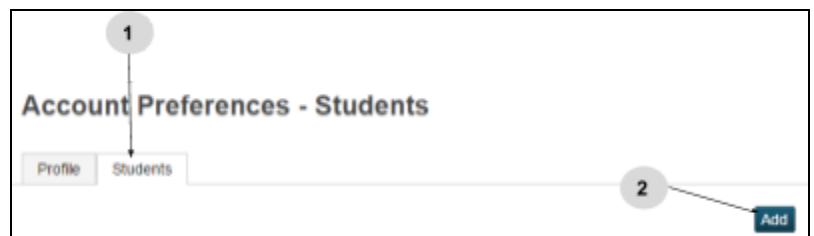
2. You will then be brought to the PowerSchool Parent Portal for Coventry Public Schools. Login using your username and password.



3. Towards the bottom of the left-hand navigation, click on **Account Preferences**.



4. From there, you will then click on the **Students** tab and click the **Add** button to add a student to your account.



5. A small window will pop up. Fill in the blanks for the child you would like to add, which include Name (which should include first and last name), the Access ID and Password provided to you by the district, and your relationship to the child. **We strongly recommend you copy and paste these fields from the registration email.** Once you are done, click **Submit**. You can now access the registration forms for this child.

Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose