

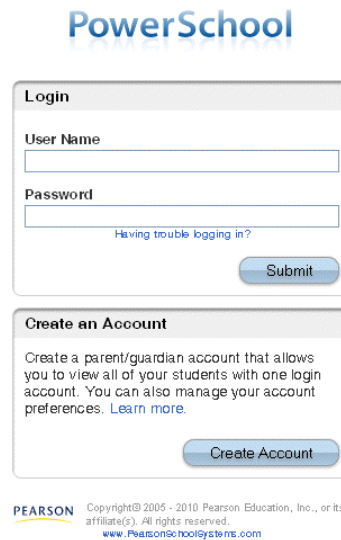
# JOHNSON CITY SCHOOLS PARENT PORTAL

## Adding Students to Your Account

If you have already created your account for a student in another school, you will not need to create another account. You simply need to add additional students to your account. The first step is to log in as usual to your account.

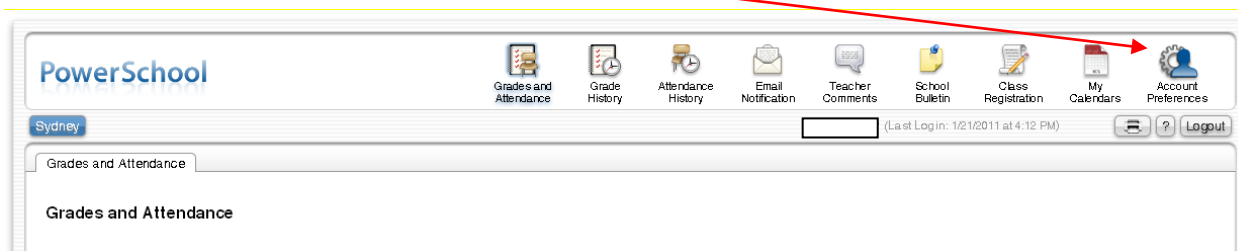
Open your web browser and go to <https://psload.jcschools.org/public>.

Log In with your username and password:



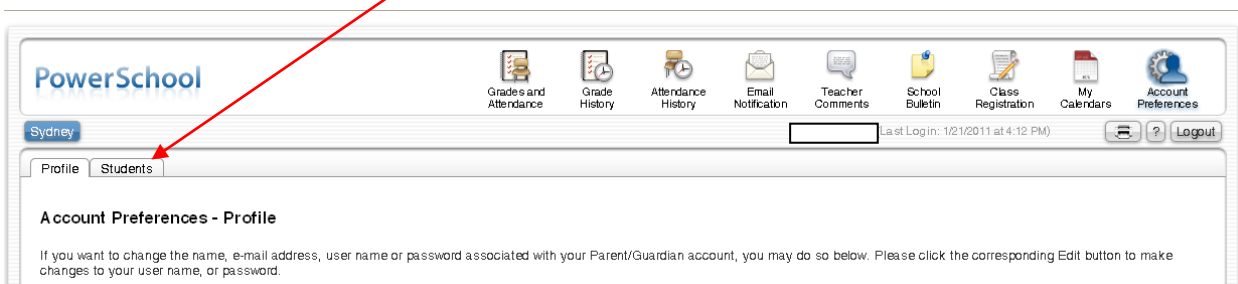
The image shows the PowerSchool login and account creation interface. At the top is the "PowerSchool" logo. Below it is a "Login" section with a "User Name" input field, a "Password" input field, a "Having trouble logging in?" link, and a "Submit" button. Below the login section is a "Create an Account" section with a paragraph of text explaining the account type and a "Create Account" button. At the bottom, there is a "PEARSON" logo and copyright information: "Copyright © 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com". A red arrow points from the text "Log In with your username and password:" to the "User Name" input field.

You will then click on Account Preferences:



The image shows the PowerSchool dashboard navigation bar. It features the "PowerSchool" logo on the left. To the right are several icons representing different features: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, and Account Preferences. A red arrow points from the text "You will then click on Account Preferences:" to the "Account Preferences" icon. Below the navigation bar, there is a "Sydney" tab, a search box, and a "Logout" button. The main content area below the navigation bar is titled "Grades and Attendance".

Then click on the "Students" tab:



The image shows the PowerSchool dashboard with the "Students" tab selected. The navigation bar is the same as in the previous image, but the "Account Preferences" icon is now highlighted. A red arrow points from the text "Then click on the 'Students' tab:" to the "Students" tab. Below the navigation bar, there is a "Sydney" tab, a search box, and a "Logout" button. The main content area below the navigation bar is titled "Account Preferences - Profile". Below the title, there is a paragraph of text: "If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click the corresponding Edit button to make changes to your user name, or password."

Click on "Add+":

**PowerSchool**

Sydney

Grades and Attendance | Grade History | Attendance History | Email Notification | Teacher Comments

Profile | Students

### Account Preferences - Students

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

**My Students** Add +

My Student

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Enter your student's name and the Access ID and Access Password contained in your parent letter:

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Grades and Attendance | Grade History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | My Calendars

(Last Login: 1/21/2011 at 4:12 PM)

### Account Preferences - Students

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

**My Students** Add +

My Student

**Add Student**

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

Cancel Submit

Repeat steps for additional students.