

## How to Add Another Child to your Account in the Wallingford Public Schools Parent Portal

When you originally created your account, you probably added all of your children who attended a Wallingford Public School at that time. If at a later point you have another child enroll in the system (such as a new kindergarten student), you can also add that child to the same account.

- 1) Only parents/guardians listed as having custody or legal guardianship can access a child's information.
- 2) Go to <http://powerschool.wallingford.k12.ct.us> and login with your previously created username and password.
- 3) Click on "Account Preferences" on the left side of the screen.



- 4) Click on the "Students" tab at the top middle of the screen.



- 5) Click the "Add" button and then fill in the information for your child (sample below). Remember that you are using the Access ID and Access Password provided by the school office that is specific to the child you are adding.

A dialog box titled "Add Student" with a close button (X) in the top right corner. The dialog contains a form with the following fields:

- Student Name:** A text input field containing "John Smith".
- Access ID:** A text input field containing "Jhgde".
- Access Password:** A text input field containing seven black dots.
- Relationship:** A dropdown menu with "Mother" selected and a downward arrow.

At the bottom right of the dialog are two buttons: "Cancel" and "OK".

- 6) Now you're done. You'll notice at the top left side of the screen the names of your children (assuming you have more than one at the Middle School). Click on the name of the child to view that child's information.

