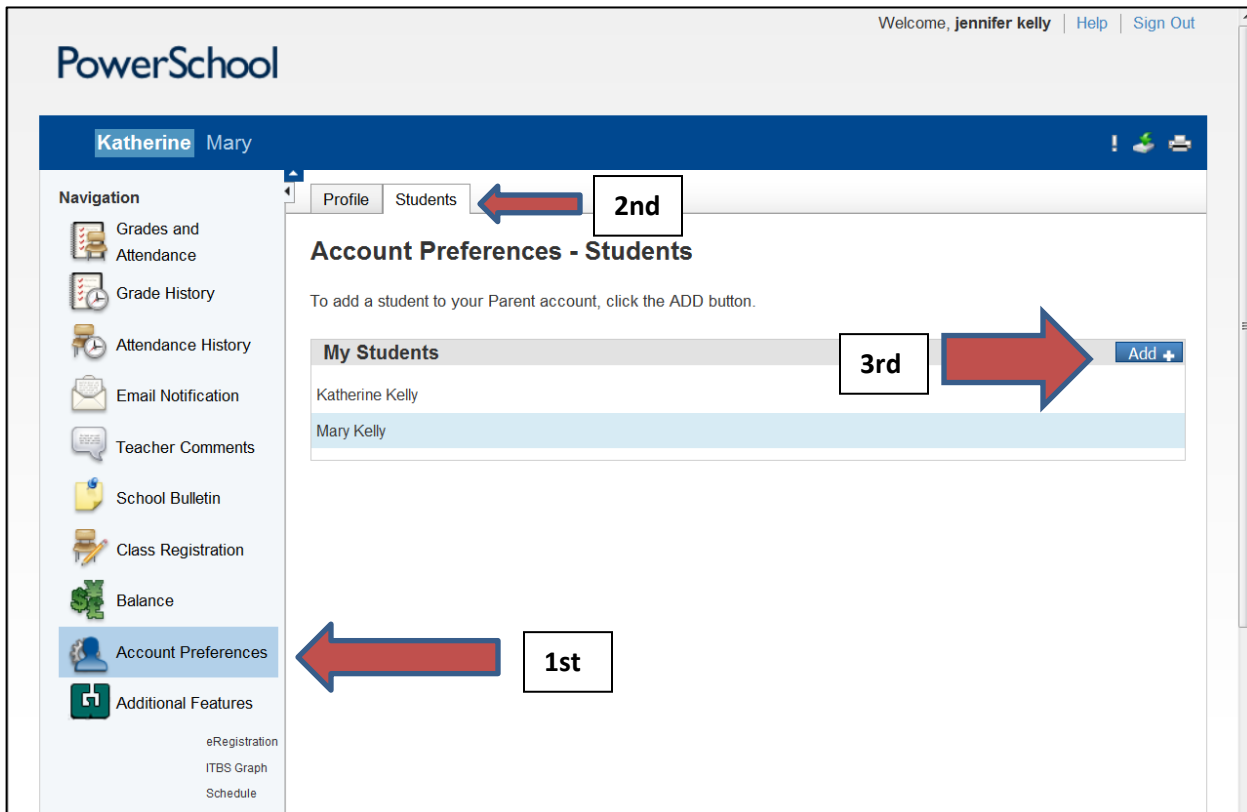


Directions if you have an existing Power School Account

If you have an older sibling/s that are already set up for Power School here at Holy Trinity

1. Go to www.htschool.org and click on the Power School link from our homepage or go to <https://ddm.powerschool.com/>
2. Log into your older child's account that is already set up. *You will not need to Create an Account.*
3. Go to **Account Preferences** along the left side.
 - You will then choose the 2nd tab named **STUDENTS**. You will see your existing child's name.
 - Choose ADD+ from that screen. *See below*



4. You will then put in this child's name (exactly as on the given paper), their access code and id, and your relationship.

See below

Add Student

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

Cancel Submit

- You will then be able to access all your children under one log in each time.
- You will see a tab at the top with each child's name when you log in each time.