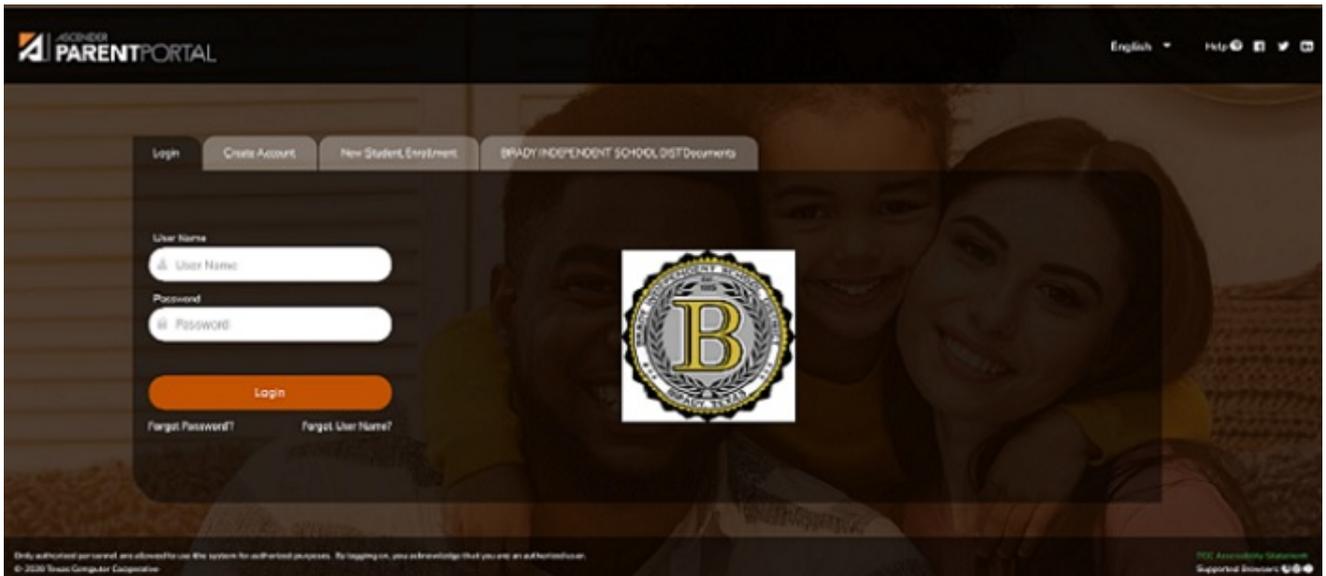# Parent Guide:
Add Student to ParentPortal Account

Before continuing:

- The student must already be enrolled in the district.
- The parent's email address for the student must already be verified via ParentPortal. *

* You must have already created a ParentPortal account AND verified your email address. (Verifying the email address can be done during the creation of a new account or for an existing account on ParentPortal > My Account (**Email Address**)). **NOTE:** The email address MUST match a parent/guardian's email address in the campus's records.
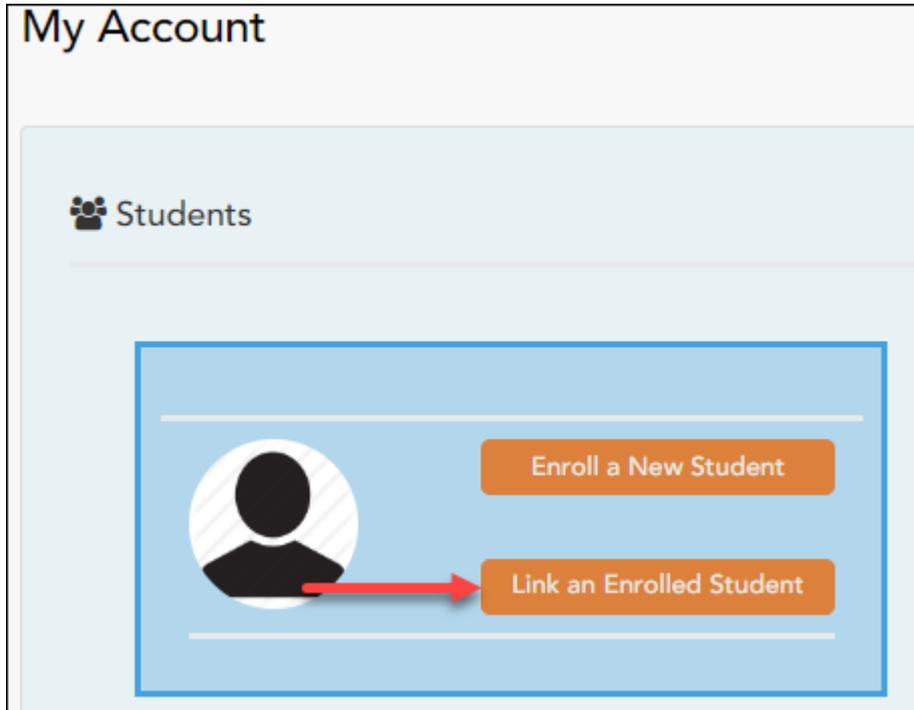
* If you do not have a valid email address, contact your student's campus.

Once you receive the ParentPortal ID:

1. Add the student to your ParentPortal account.

   ASCENDER ParentPortal > My Account

   If you are continuing from the previous step, the My Account page is displayed. Otherwise, log on and select My Account from the menu.

   ❏ From the My Account page, click **Link an Enrolled Student**.

   A pop-up window opens.

ParentPortal ID	Type the ParentPortal ID provided by the student's campus. If you do not have this ID, you must contact the campus to get the ID. You cannot add a student without entering a valid student portal ID. The ID is case sensitive and must be entered exactly as it appears (example: qbQgk3qAs2z).
Birth Date	Type the student's complete birth date. The date entered here must match the birth date in the student's record at the campus. You cannot continue without entering the correct birth date.

❑ Click **Add**.

If your student was successfully added to your account, his name will appear on the page. You will now be able to access your student's data.