

## Levittown Public Schools Tutorial

### PowerSchool Parent Portal

### Account Preferences: Make Account Changes

Version: 1.0  
Revised:

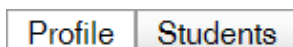
**Purpose:** To make changes to your Parent Portal Account.

1. Click on the **Account Preferences**



Icon.

There are two tabs: **Profile** and **Students**



2. Click the **Profile** tab to make changes to Name (First and Last), Email, User Name and Password.

Dave Jennifer      doe, jane (Last Login: 5/7/2010 at 2:35 PM)      ? Logout

Profile Students

#### Account Preferences - Profile

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.

First Name:	<input type="text" value="jane"/>
Last Name:	<input type="text" value="doe"/>
Email:	<input type="text" value="email@email.com"/>
User Name:	<input type="text" value="janedoe"/>
Current Password:	<input type="password" value="*****"/>

- Make changes to **Name** (First and/or Last) and **Email** by clicking in the box and typing new information.
- Click **Save**.

To make changes to The **User Name** and /or **Password**, click on the pencil  icon.

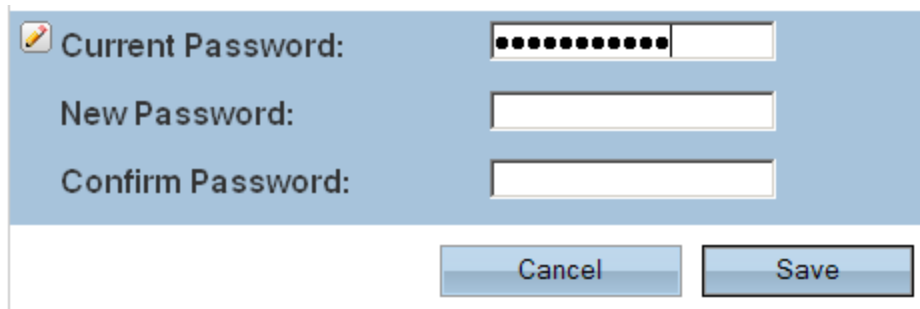
### Change User Name:

1. After you click on the pencil icon, the window below opens.
2. Type a **New User Name** in the box, then click **Save**.



### Change Password:

1. After you click on the pencil icon, the window below opens.
2. Type your **Current Password** in the box.
3. Type your **New Password**.
4. Retype your New Password in the **Confirm Password** Box.
5. Click **Save**.



### To add students to your account:

1. Click on the **Students** Tab to add a student to your account.



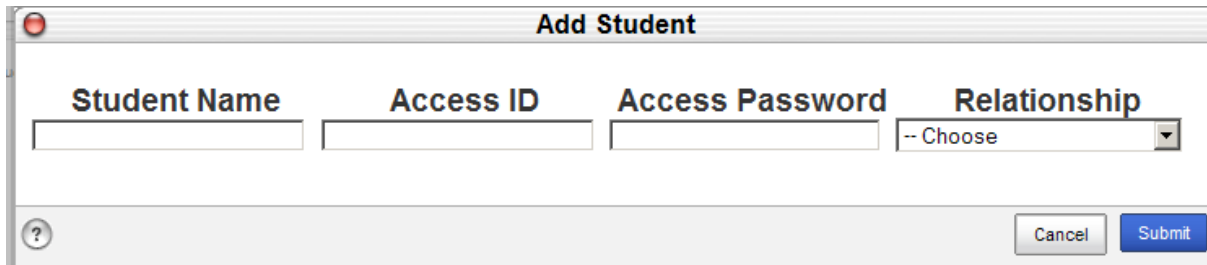
## Account Preferences - Students

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



2. Click on .

The window below opens:



**Add Student**

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

Cancel Submit

3. Enter the information then click **Submit**.