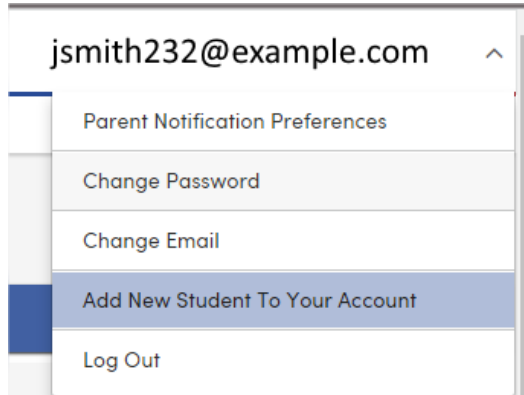
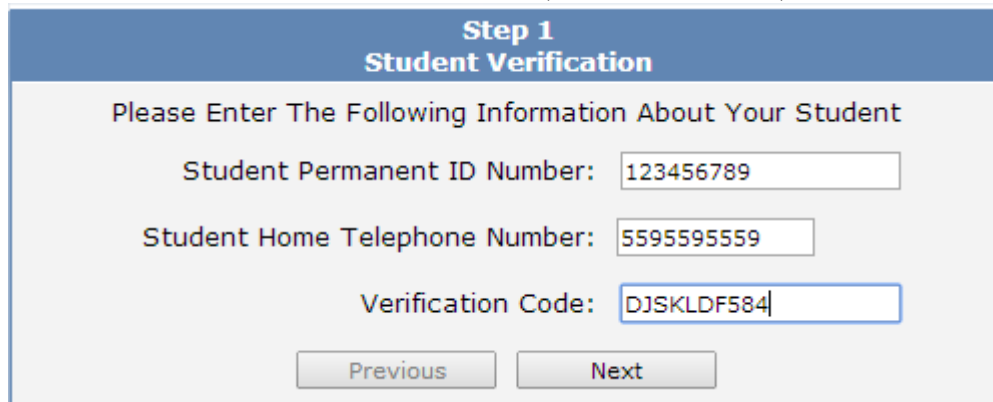


## Adding an Additional Student to Your Parent Portal Account

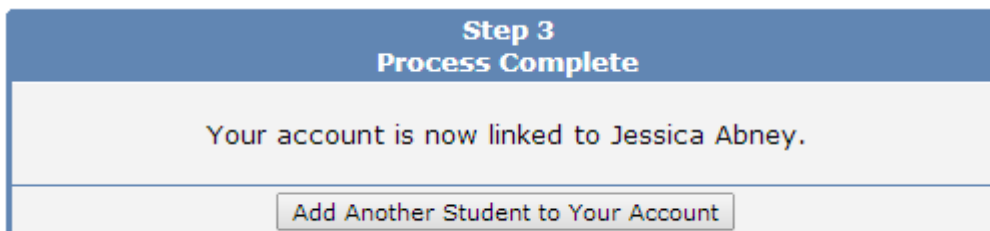
1. Log into the CUSD Parent Portal from a desktop/laptop computer.
2. Click on your account name in the upper right hand corner of the window and select: 'Add New Student To Your Account'



3. Enter the new student's Permanent ID, Phone Number, and Verification Code

A screenshot of a form titled 'Step 1 Student Verification'. The form asks the user to enter information about their student. It contains three input fields: 'Student Permanent ID Number' with the value '123456789', 'Student Home Telephone Number' with the value '5595595559', and 'Verification Code' with the value 'DJSKLDF584'. At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

4. Once the system confirms the information is correct, a confirmation will be shown

A screenshot of a confirmation screen titled 'Step 3 Process Complete'. The message on the screen reads: 'Your account is now linked to Jessica Abney.' At the bottom of the screen, there is a button labeled 'Add Another Student to Your Account'.

5. To add another student, click the 'Add Another Student to Your Account' button, or click the 'Home' menu button in the upper left to return to the Parent Portal main window.
6. The newly added student(s) should now appear in your 'Change Student' list

### **REVISION HISTORY**

2017-07-26 – Updated for software version 8  
2014-06-06 – Updated for software version 7  
2010-09-15 – Initial release