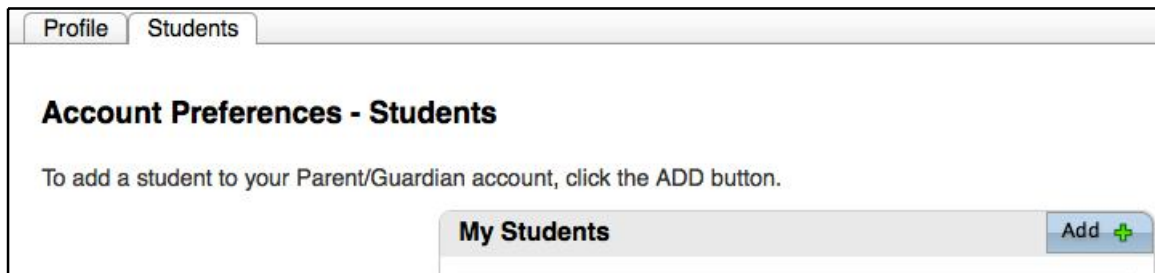


How to Add a Student to Your Parent/Guardian Account

Use this procedure to add one or more students to your parent/guardian account. You will need your student(s) Access ID and Access Password. This information was mailed to your child/children. If you do not have this information or have questions, please contact your student's counselor.

- 1) On the navigation menu, Click **Account Preferences**. The Account Preferences-Profile page appears.
- 2) Click the **Students** tab.
- 3) On the Students tab, click the **Add** icon to add a student to your parent/guardian



Profile Students

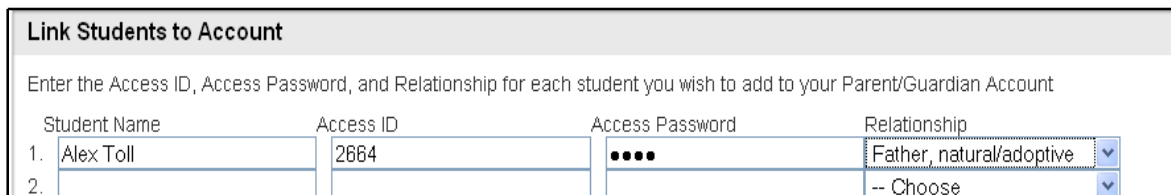
Account Preferences - Students

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

My Students Add +

account. The Add Student dialog appears.

- 4) Use the following form to enter information in the applicable fields: Please note that student Access ID has 8 digits.



Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

| | Student Name | Access ID | Access Password | Relationship |
|----|--------------|-----------|-----------------|--------------------------|
| 1. | Alex Toll | 2884 | | Father, natural/adoptive |
| 2. | | | | -- Choose |

Note: The Cancel and Save buttons appear shaded until information is entered.

- 5) Click **Submit**. The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation e-mail is sent to your e-mail address.