Adding Students to Your Account

For Parents: How to Add a Student to an Existing Account
- Before you can add an additional student to your existing account, you must have the new student’s access ID and password. These will be included in the verification letter you receive from the school after you’ve submitted the “Application for Access” form.

1. Open a web browser. (Internet Explorer, FireFox, Chrome, etc.).

2. Go to this web address:
   http://randolphco.powerschool.com

3. Log into Parent Portal.

4. Select the ACCOUNT PREFERENCES option from the Navigation menu.

5. Click the STUDENTS tab.

6. Click the ADD button.

7. Enter your student’s name and the Access ID and Access password provided to you by the school. Choose your relationship to the student.

8. Click the SUBMIT button. The student will be added to your account.