

New Horizons Academy

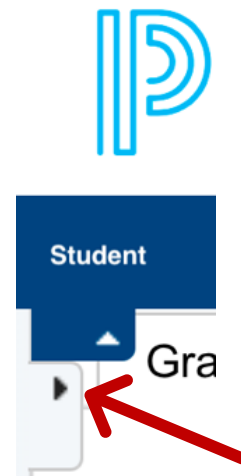
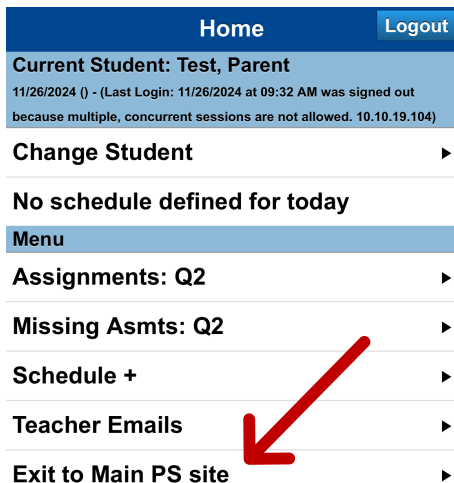
Northwest Ohio's new home for *SPECIAL* education!

Add a Student to an Existing PowerSchool Parent Account

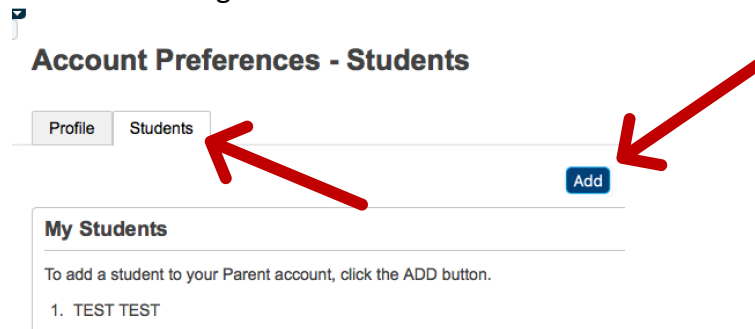
Note: Adding a student to an existing account **MUST** be done using the PowerSchool website. Students cannot be added using the PowerSchool mobile app.

1. Log into your parent PowerSchool account by clicking on the link that can be found on NHA website in the NHA Parent Portal. (If you don't already have an account, please follow the directions in the Parent Portal to create a new parent account in PowerSchool).

Note: On mobile devices, you may need to select **Exit to Main PS** site before continuing. (Do not choose to open in the PowerSchool App.) Then click the small arrow in the upper left under the first student's name to see the preference menu.



2. Click on **Account Preferences** on the bottom left.
3. Click on the **Students** tab near the top.
4. Click on the **Add** button on the right.



New Horizons Academy

Northwest Ohio's new home for *SPECIAL* education!

5. Enter your student's Name, Access ID and Access Password and click OK.

Add Student ✕

Student Access Information

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>

Cancel OK

Note: If you don't know your student's Access ID or Access Password, please contact the school office or send an email to info@NewHorizonsAcademy.org.