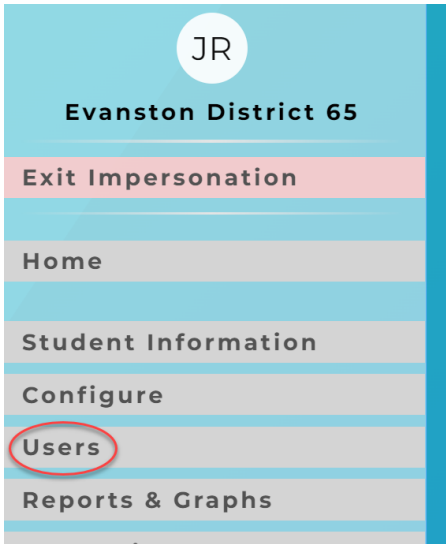


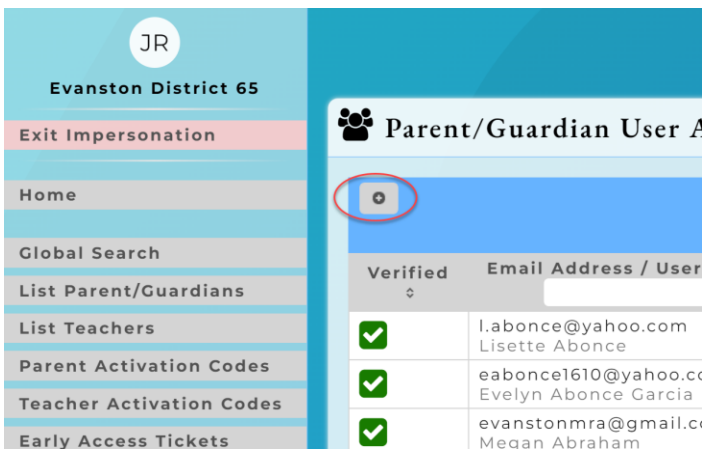
1. Log into PowerPTC; click **Users** on the home page.



2. Click on **List Parent/Guardians**



3. Click the **Add** button



4. Fill in the parent information as described below.

Account/Email Verified

Can user receive email/has valid email

Email Address * Parent email from PowerSchool Contacts

First Name *

Last Name *

New password *

Confirm password * Type Password1 in both password fields

Change password on next login

Students No linked students found.

Add a student(s) Type the student name or ID number, then select the student from the drop-down

Identity Providers Arianna Alcala (832465)

UUID 2d9e7970ea0e4efe8a85b6a4218436ca

5. Click on the  button.

You can now impersonate the parent.