1. Log into your existing student’s account. On the left in the blue menu, choose Account Preferences.
2. Click on the Students tab, you should see your child’s name who already has an account.
3. Click on the Add+ button on the upper right
4. Add the information contained in the second attachment (letter) Access ID = username and Access password= password
5. Choose your relationship to the child (mother, father, grandparent, aunt, etc)
6. Click submit
7. You should now see two tabs at the upper left, one for each child.