How to add another Student to an existing Parent Portal Account

If you are the parent/ guardian of a student who is already attending St Francis Prep where you already have a Parent Portal account, and you have a second child entering the school, you can add the new student to your existing Parent Portal account.

Make sure you have received the "credentials" (Access ID and Access Password) for the new student. If you have not, send an email request to:

email.questions@stfrancisprep.org

Once you have the new student's credentials:

1. Login to the existing Parent Portal account of your current student.
2. Click on "Account Preferences"
3. Click on the tab marked "Student"
4. Click on the button marked "ADD"
5. Enter the information about the student you want to add (name, access id and password, etc).

After you have added the new student, when you log in to the Parent Portal account, you should see the names of both students in the upper left. You can toggle between the students' accounts by clicking on their names.