

# Account Preferences

**Note:** To edit or remove a student associated to your account, contact your school.

## How to Change Your Account Preferences

Use this procedure change the name, e-mail address, user name or password associated with your parent account.

1. On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
2. Click the **Profile** tab, if needed.
3. On the Profile tab, use the following table to enter information in the fields:

**Note:** The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address.
Select Language	Use the pop-up menu to choose the language in which you want view email and notifications sent from PowerSchool.
Username	Click the <b>Pencil</b> icon and then enter the user name you would like to use when signing into the PowerSchool Parent Portal in the <b>New Username</b> field.
Current Password	Click the <b>Pencil</b> icon and then enter:  <ol style="list-style-type: none"><li>1. Enter your PowerSchool Parent Portal password in the <b>Current Password</b> field.</li><li>2. Enter your new PowerSchool Parent Portal password in the <b>New Password</b> field. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements</li></ol>
	<ol style="list-style-type: none"><li>3. Re-enter your new PowerSchool Parent Portal password in the <b>Confirm Password</b> field.</li></ol>

4. Click **Save**.  
A confirmation message appears indicating your account is updated.  
Additionally, an account changes confirmation email is sent to your email address.

**Note:** If you change your email address, the account changes confirmation email is sent to both the old and new email addresses.