



2. From the new screen, click on the Students tab.

The screenshot displays the Home Base Parent Portal interface. At the top, the logo reads "HOME BASE PARENT PORTAL". Below the logo is a blue navigation bar with two tabs: "Profile" and "Students". The "Students" tab is highlighted with a red circle. To the left of the main content area is a vertical navigation menu with the following items: "Grades and Attendance", "Test Results", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", "Class Registration", "My Calendars", "School Information", and "Account Preferences". The main content area is titled "Account Preferences - Profile" and contains a form with the following fields: "First Name:", "Last Name:", "Email:", "Select Language", "Username:", and "Current Password:". Below the form is a large empty space.

3. From the Students window, click Add

4. Enter your child's name, Access ID, and Access Password (this information comes from your child's school)

5. When you are finished, click Submit



