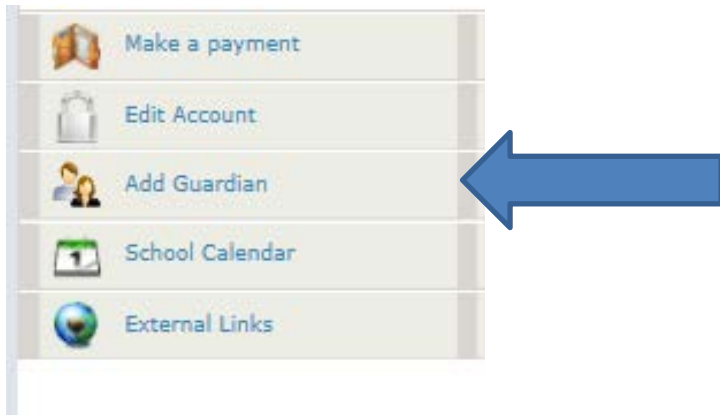


1. Once logged in as a student, on the left side menu, click on **Add Guardian**.

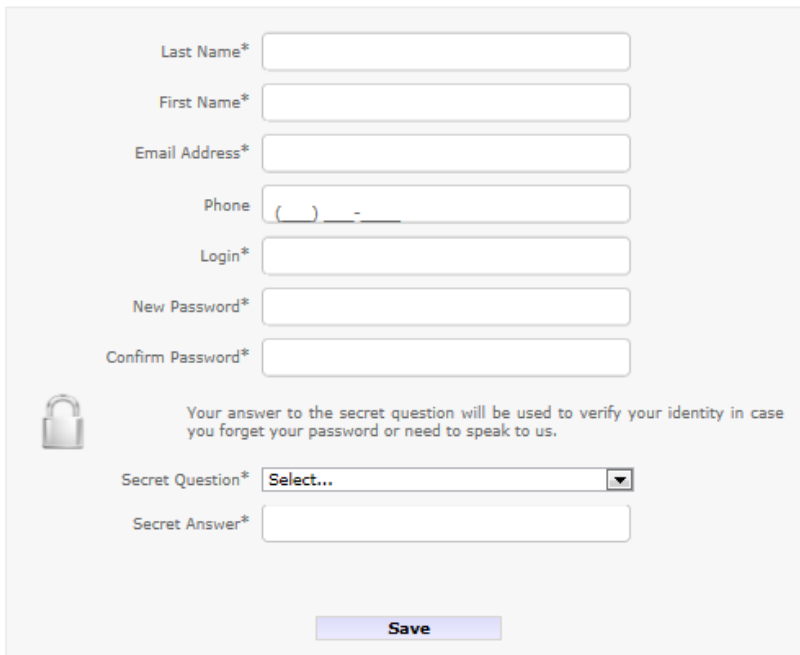


2. Complete the required fields for the guardian and click **Save**.



ADD GUARDIAN ACCOUNT

Here you can add your guardian to your account.



A screenshot of the 'ADD GUARDIAN ACCOUNT' form. The form contains the following fields: 'Last Name*', 'First Name*', 'Email Address*', 'Phone' (with a format '() - -'), 'Login*', 'New Password*', and 'Confirm Password*'. Below these fields is a section with a lock icon and the text: 'Your answer to the secret question will be used to verify your identity in case you forget your password or need to speak to us.' This section includes a 'Secret Question*' dropdown menu (currently showing 'Select...') and a 'Secret Answer*' text field. At the bottom of the form is a 'Save' button. A large blue arrow points to the right side of the form.

To access the guardian account, use the same website as the student account, <https://waterfront.geniussis.com> (**Note:** There is no "www" in the web address) and enter your Guardian Account login credentials.