To change a HOUSEHOLD phone number in the Parent Portal:
Click **MORE**
Click **ADDRESS INFORMATION**
Click **UPDATE** by the Phone number
Make changes and click **UPDATE** (at the bottom left)

To change FAMILY members phone number or email
Click **MORE**
Click **FAMILY INFORMATION**
Look for person > under their name is **CONTACT INFORMATION**
Click the Update box within the Contact Information
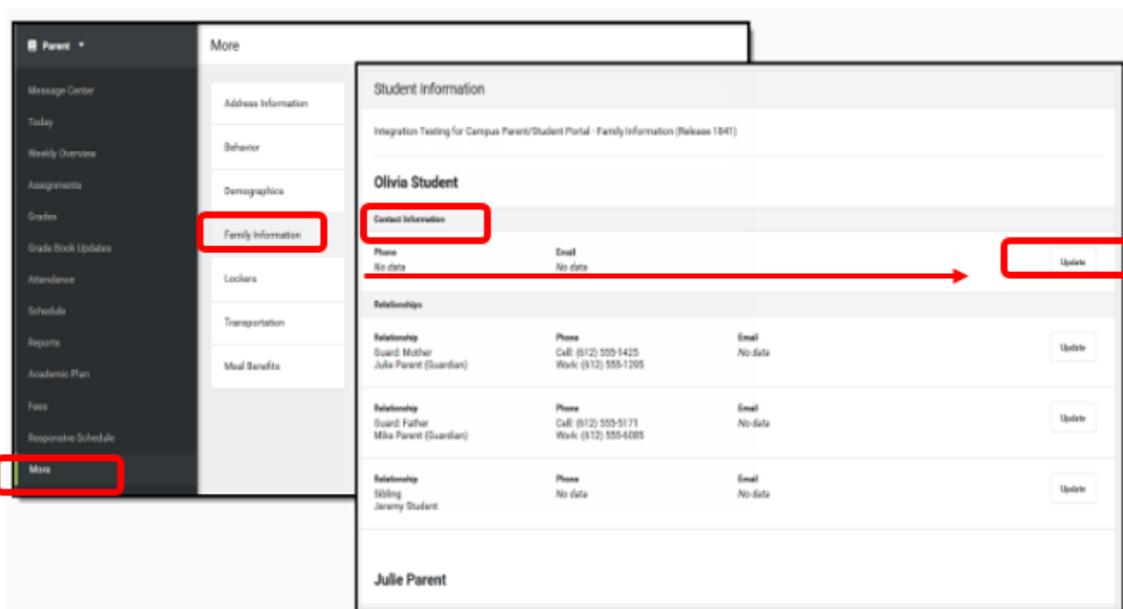Make changes and click **UPDATE** (at the bottom left)

UPDATING Information in the Parent Portal
*** Please make sure that your Annual Update is completed for the current school year before making these changes.*

To change any Non-Household Relationship (emergency contacts)
Click **MORE**
Click **DEMOGRAPHICS**
Click **UPDATE** by the person you want to change the information for
Make changes and click **UPDATE** (at the bottom left)

To ADD a Non-Household person (emergency contact/ permission to pick up child)
Click **MORE**
Click **DEMOGRAPHICS**
Click **ADD**
Enter information > click **ADD**

VERIFY Contact Preferences & Notification Settings
Click on the **person icon** in upper right corner
Click **SETTINGS > CONTACT PREFERENCES**
Be sure to look at both the Phone **AND** Email tabs for settings
Click **NOTIFICATION SETTINGS** for Assignments/Attendance, etc
Click **SAVE**