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.

B Parent *	More				
Message Center Today Warkle Durnsteer	Address Information	Student Information	nt/Dudent Portal - Family Information (Ne	kase 1841)	
Assignmenta	Demographics	Olivia Student			
Grade Book Updates	Family Information	Pone No data	Enail No data		Uprioris
Schedule Resorts	Transportation	Palationships Balationship	Peers		
Academic Plan	Med Serefts	Guard Mother Julie Parent (Guardian)	Cell: (512) 555-1425 Wark: (512) 555-1295	No data	Quine
Responsive Schedule		Guard Father Mike Parent (Searclan)	Peee Call: (512) 555-5171 Work: (512) 555-6685	timet No data	Update
Mare		Relationship Skilling Jeremy Stadent	Piene No data	Email No-data	Update
		Julie Parent			

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 <u>Phone</u> **AND** <u>Email</u> tabs for settings Click **NOTIFICATION SETTINGS** for Assignments/Attendance, etc Click **SAVE**

ACH (SMITH) HOUSEHOLD HOUSEHOLD PHONE	VOICE	TEXT (SMS)
Priority		
Attendance		
Seneral		
eacher		
Behavior Messenger		
mergency		
ood Service	✓	
ELL PHONE 555)555-1234	VOICE	TEXT (SMS)
Priority		
Attendance	✓	\checkmark
General	✓	
leacher		
Behavior Messenger	✓	
mergency		