

# Updating Household Information from Parent Portal

Parents can view and request updates/changes to information on a household, family relationships, contact information and emergency contacts for a student. The registrar at the school will verify and make the necessary changes. A request can also be denied by the registrar in case of incomplete or missing data.

**Primary Household:** Parent can view and request updates to their household information – phone number, address (*can be viewed only*), members of household. Demographic data for student can also be viewed and updates requested. Parent can view, update, add and remove emergency contacts for student(s).

**Secondary Household:** Parent can view and request updates to their household information – phone number, address (*can be viewed only*), members of household. Demographic data for student can also be viewed and updates requested.

## Step 1

Select Household Information from the Index.

In case there is no home phone, the household phone can be the primary phone for a parent. For example a parent's cell phone.

Please contact the registrar at your student's school for any address changes.

## Step 2

Name	Relationship with Abigail	Contact Order	Guardian
[Redacted]	Sibling	No	[Update]
[Redacted]	Parent/Child	Yes	[Update]
[Redacted]	Sibling	No	[Update]
[Redacted]	Sibling	No	[Update]
[Redacted]	Step-parent/child	No	[Update]

Select Family Members from the Index.

Each member of the parent's household will be listed and updates can be requested

## Step 3

Multiple Students in the household

Single Student in the household

To view and update the student's demographic and emergency contacts

Select a student from the 'Select a Student' dropdown

**Note:** This option is only presented if there are multiple students in the household

Then select Demographics from the Index

## Step 4

### Demographics

**Personal Information**

Legal Name: [Redacted] Date of Birth: [Redacted]  
Gender: F Hispanic/Latino: N  
Race(s): White

View/update student demographics information

### Step 5

### Non-Household Contacts

Work Phone : [Redacted] Relationship with [Redacted] Emergency Contact  
Cell Phone : [Redacted] Guardian: No  
Other Phone : [Redacted] Contact Order:  
Email : Secondary Email :

Verify/Update/Remove Emergency Contact

### Step 6

Add Contact for [Redacted]

\* Denotes Required Field  
\* First Name: [Redacted] \* Last Name: [Redacted]  
Middle Name: [Redacted] Suffix: [Redacted]  
\* Gender: [Redacted] Email Address: [Redacted]  
Cell Phone : [Redacted] Secondary Email Address: [Redacted]  
Work Phone : [Redacted] Other Phone : [Redacted]  
Contact Order: [Redacted]

\* Relationship between this person and [Redacted]  
Is this person a Legal Guardian to [Redacted] ?  
No [Redacted]  
Comments: [Redacted]

Adding a new emergency contact

Select 'Add Contact'

**Note:** Please provide at least one phone number. Without a phone number for the emergency contact, this request will be denied.

### Step 7

**Inbox** - 183 messages (1 new)

X	Date	Subject
X	03/24/2015	Your Family Relationships request for [Redacted] has been approved

Once the request is processed there is a message in the 'inbox' confirming the change