

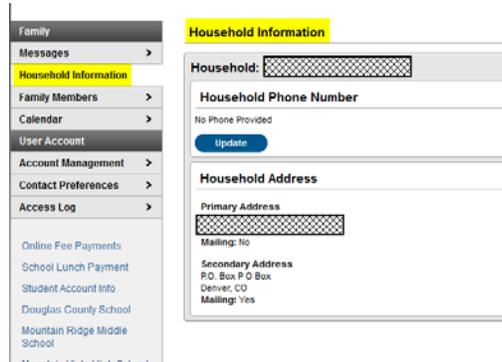
Updating Household Information from Parent Portal

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

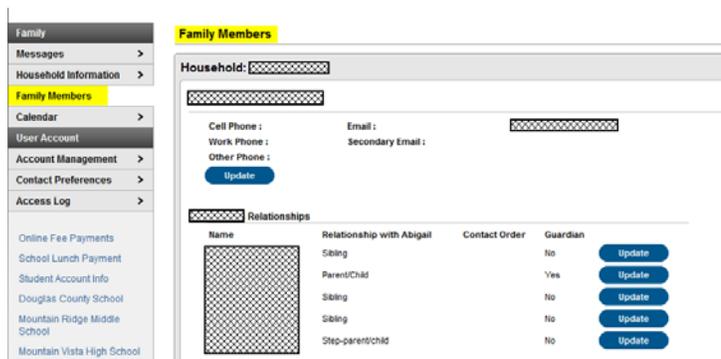


Select Household Information from the Index.

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



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)

Date	Subject
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