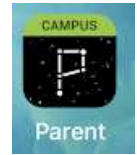
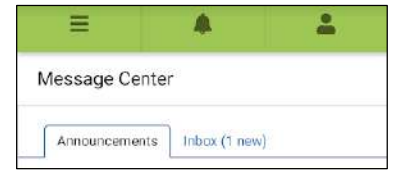


Updating User Information Through Parent Portal



Directions for the Mobile Apps

1. When you open the app. It should take you to the Message Center. This is where you receive messages and notifications concerning your students and account.



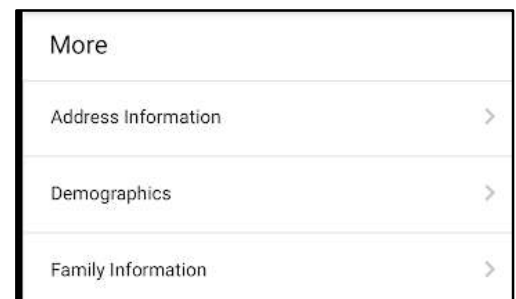
2. Click on the 3 lines (pancake) along the top to reveal the menu.



3. Select the More option at the bottom of the menu.



4. Now you will see several options for updating your information.

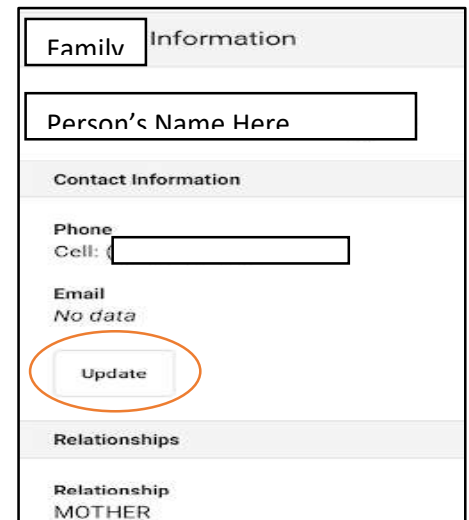


5. Click on the **Family Information** option.

a. This will reveal the household information attached to your student or students.

- i. Each person is listed alphabetically.
- ii. Below each person's name is their contact information and their relationships as listed within Infinite Campus.

b. If any information needs to be updated, please click on the **Update** button to enter the new information.

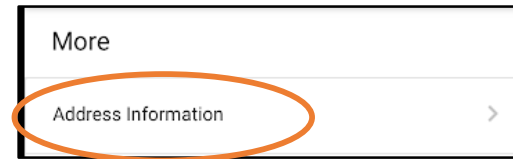


i. Once you have entered the current information on the new screen, again choose the Update button and your request will be sent to the Student Information System Coordinator.

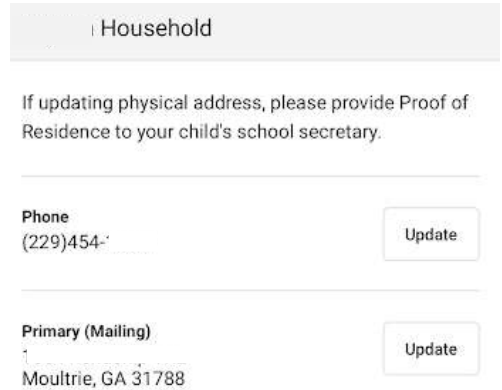
c. You'll receive a message in your Parent Portal app Inbox letting you know if your changes have been approved.



6. If you need to make changes to your address or household primary telephone number, select the **Address Information** from the More menu.

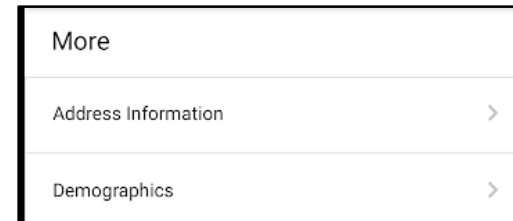


a. Click on the corresponding Update button to enter the new information concerning the Household's primary phone number or address.



b. Although you may make the request here, if you are updating physical address information you must provide Proof of Residence to your child's school secretary before such changes will be approved for the system.

7. If you need to update your student's Non-Household information, like *emergency or non-emergency pick-up contacts*, please select the **Demographics** option.



a. This section allows you to update a current Non-Household contact's information such as address or phone numbers.

i. You'll need to enter the information and click the Update button.



ii. The change will not be reflected until it is approved by an administrator.

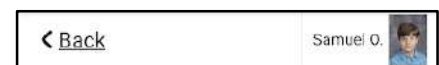
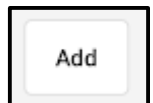


b. If you need to Remove a person as they are no longer able to serve as a contact, please select Update under their name and choose to remove them at the bottom of the new window.

c. If you need to add a new non-Household contact, scroll to the bottom of the page and select the Add button.

i. You will need to complete all of the contact's information that you have available.

★ ii. For parents with multiple students, please pay attention to the student's name and photo listed at the top of the page when you making additions as these changes are for this student only.



iii. Remember that this information will be reviewed before it is processed.

Any questions? Contact Tami Tillman, SIS Coordinator at 890-6200 ext. 10035 or Linda Furney at 229-890-6200 ext. 10010.