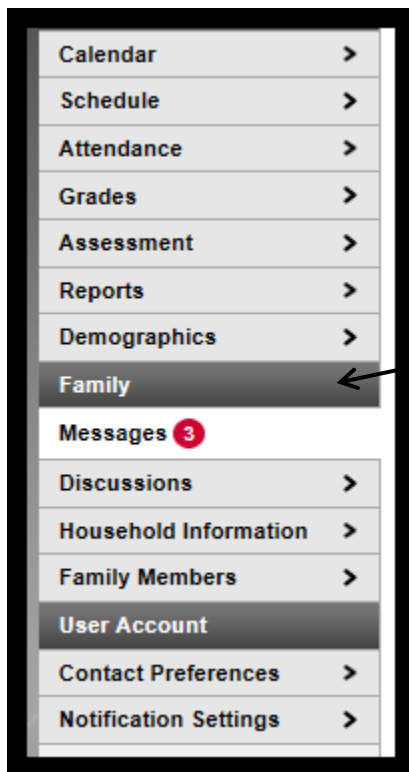


Updating Contact Information on Parent Portal

Login to the Parent Portal

Click on **Family**



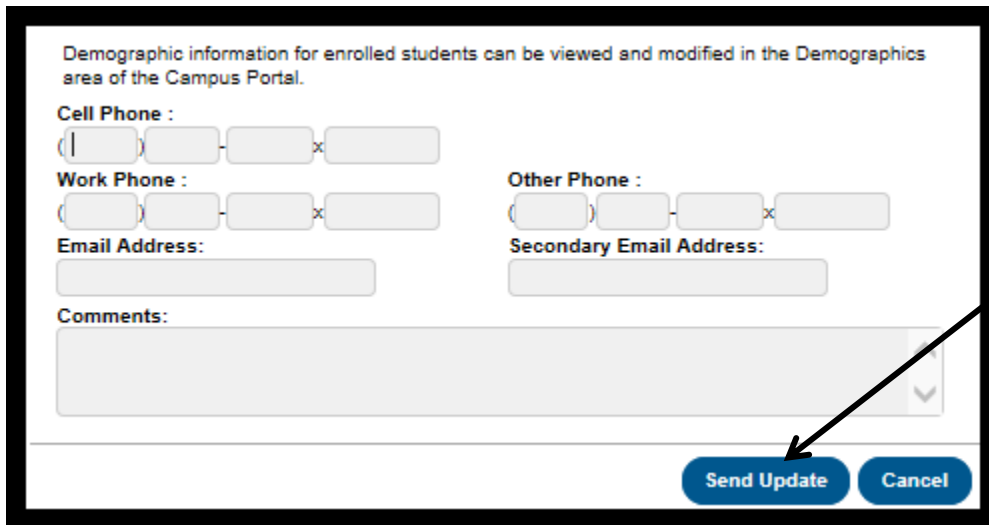
Click on **Update** next to the family member you need to edit



A screenshot of a form with a black border. The form contains the following labels: "Cell Phone :", "Work Phone :", "Other Phone :", "Email :", and "Secondary Email :". Below these labels is a blue button with the text "Update". An arrow points from the left side of the page to the "Update" button.

Enter Information and click on **Send Update**.

The update will be reviewed by staff and then changed.



A screenshot of a form with a black border. At the top, it says "Demographic information for enrolled students can be viewed and modified in the Demographics area of the Campus Portal." Below this are several input fields: "Cell Phone :", "Work Phone :", "Other Phone :", "Email Address:", and "Secondary Email Address:". Each phone field has a format of () () - () x (). There is also a "Comments:" section with a large text area. At the bottom right, there are two blue buttons: "Send Update" and "Cancel". An arrow points from the right side of the page to the "Send Update" button.