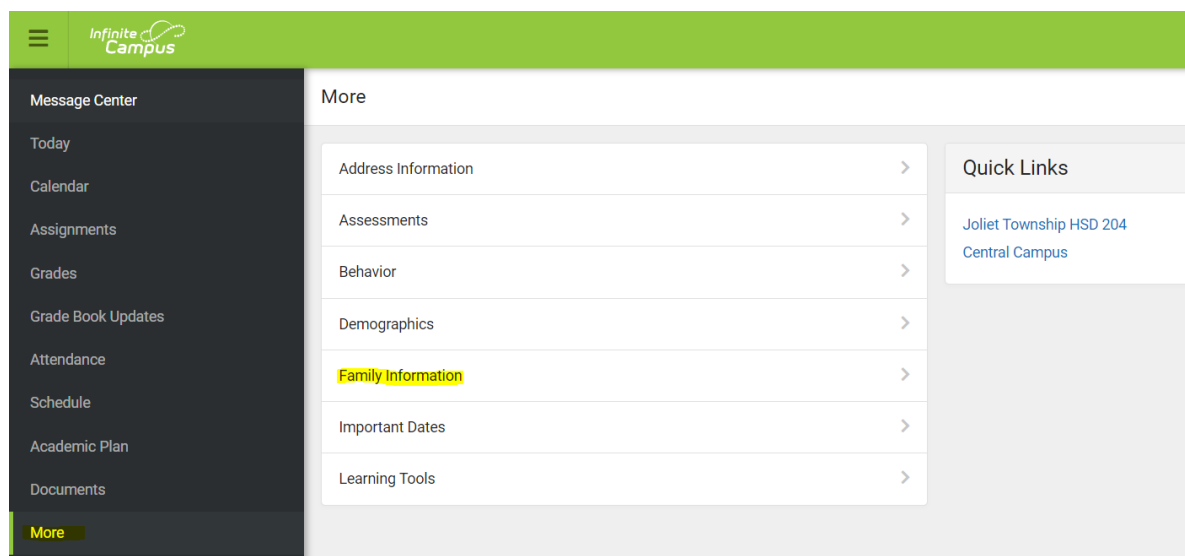
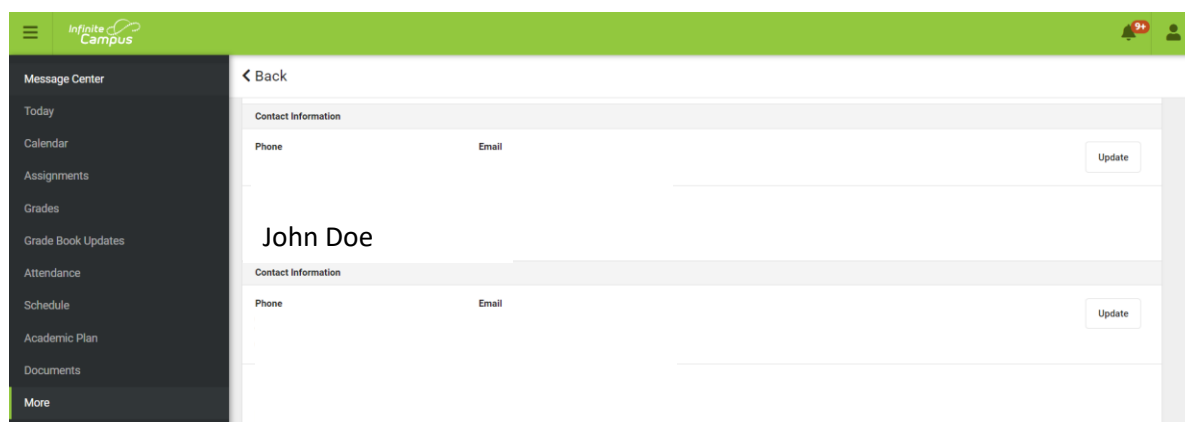


# Campus Parent: Updating Contact Information

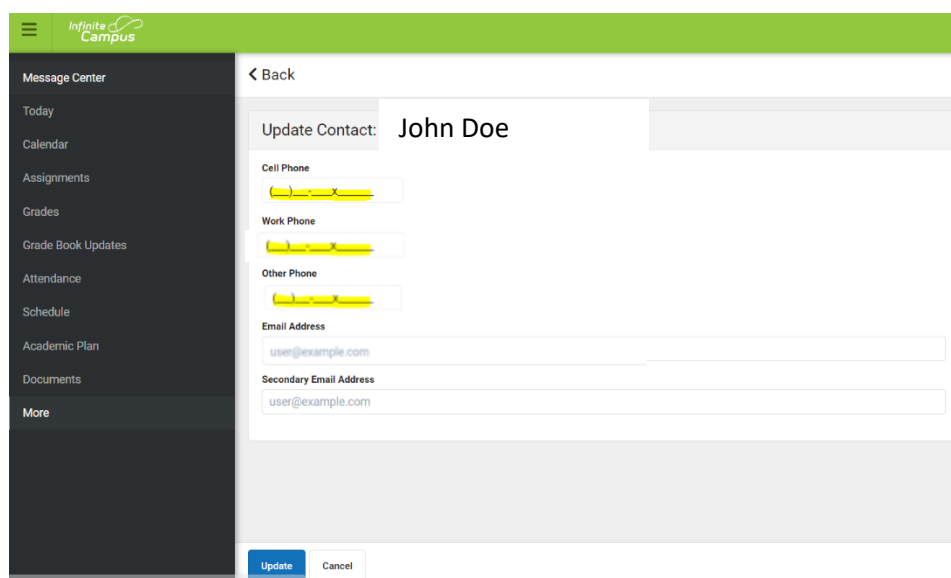
Once logged into the Campus Parent portal, go to left sidebar and click on “More”. Then click on “Family Information”.



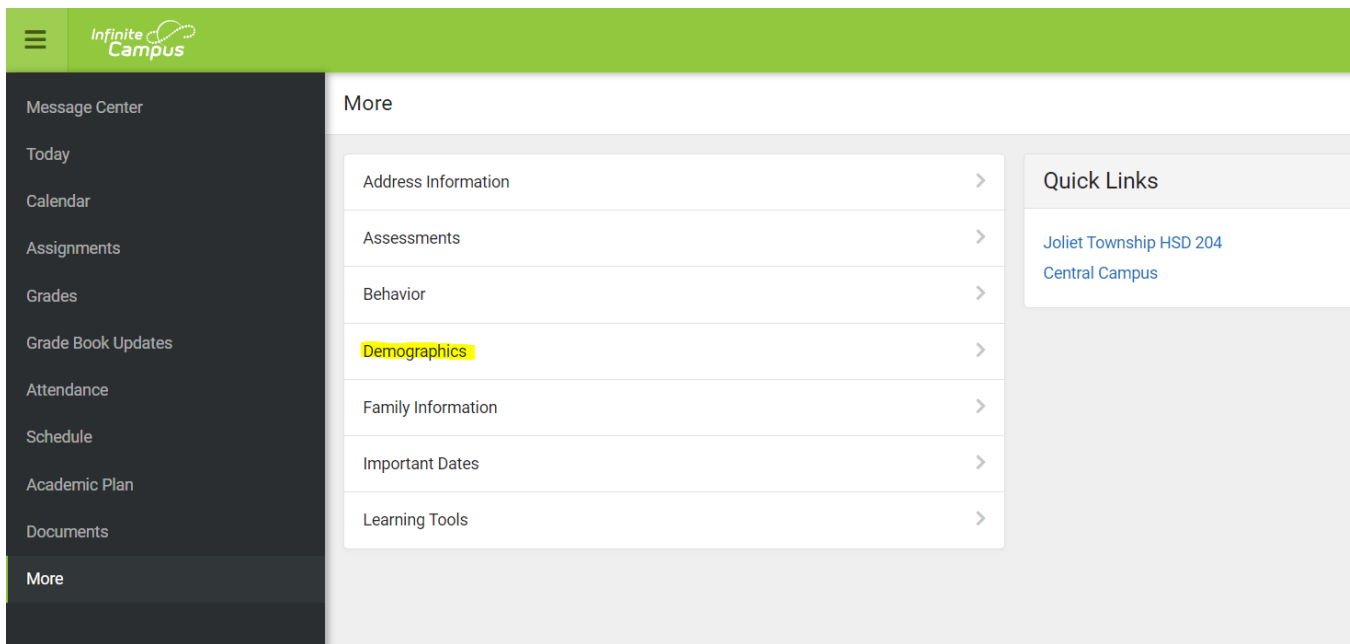
Scroll and find the contact you need to update and select the “Update” button on the right.



For automated messages, be sure to update your “Cell Phone” for texts, “Other phone” for phone calls and “Email Address” for emails. Once updated click the blue “Update” button at the bottom of the screen. *NOTE: Please do not change the student email issued by JTHS as this is how teachers communicate with students.*



If you are a primary household contact in the system, you can also request to update or add non-household contacts by going “Back”, then “More” and “Demographics”



Click on “Update” to update existing contact information and “Add” to add additional contacts.

