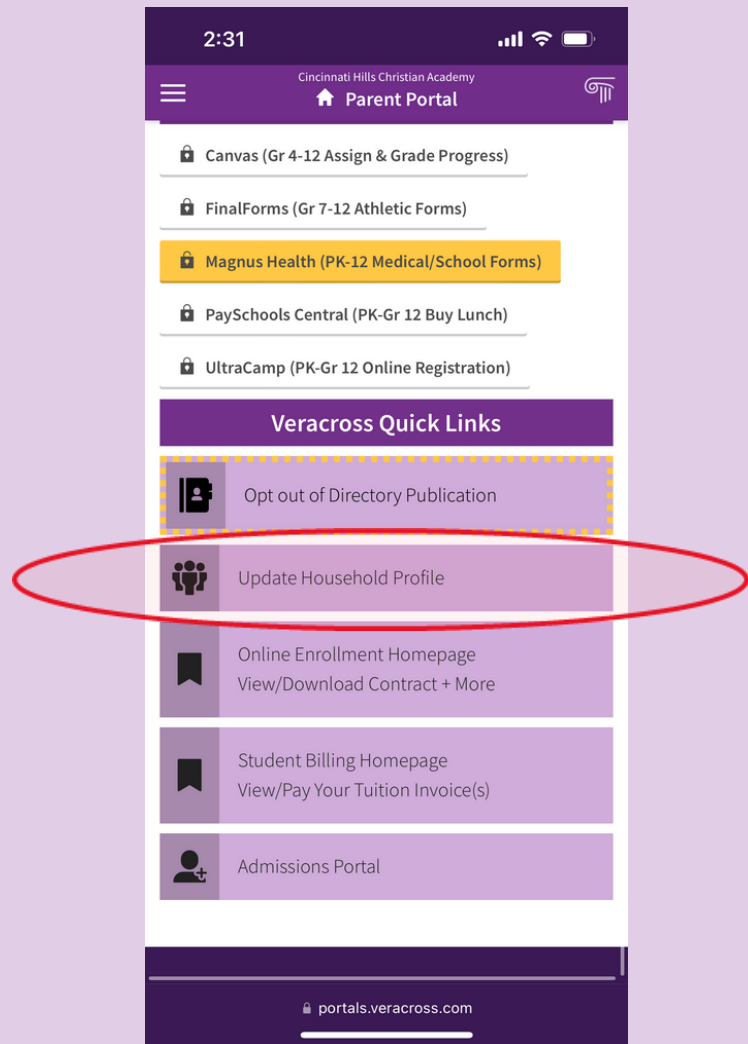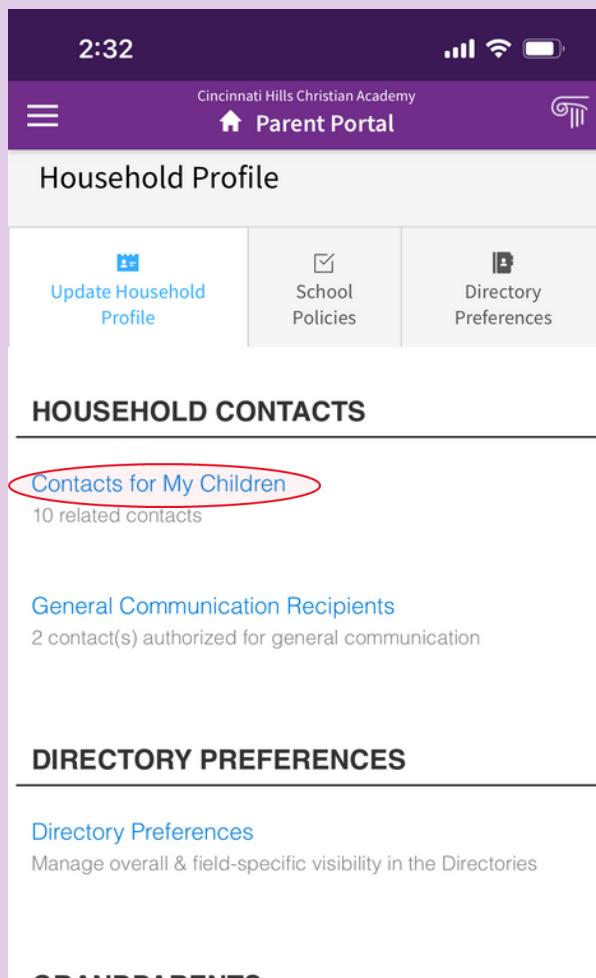# Adding an Emergency Contact
in Veracross on a Mobile Device

1 Log in to the Veracross parent portal. Scroll down the page until you see the purple *Quick Links* menu. Select the **Update Household Profile** quick link.


```
2:31                    .ill 🔋 📶
☰   Cincinnati Hills Christian Academy
      🏠 Parent Portal                🏛

🔒 Canvas (Gr 4-12 Assign & Grade Progress)

🔒 FinalForms (Gr 7-12 Athletic Forms)

🔒 Magnus Health (PK-12 Medical/School Forms)

🔒 PaySchools Central (PK-Gr 12 Buy Lunch)

🔒 UltraCamp (PK-Gr 12 Online Registration)

      Veracross Quick Links

📖   Opt out of Directory Publication

👥   Update Household Profile

🔖   Online Enrollment Homepage
      View/Download Contract + More

🔖   Student Billing Homepage
      View/Pay Your Tuition Invoice(s)

👤➕ Admissions Portal

      🔒 portals.veracross.com
```



```
2:32                    .ill 🔋 📶
☰   Cincinnati Hills Christian Academy
      🏠 Parent Portal                🏛

Household Profile

📇                ☑️            📖
Update Household   School      Directory
Profile            Policies    Preferences

HOUSEHOLD CONTACTS

Contacts for My Children
10 related contacts

General Communication Recipients
2 contact(s) authorized for general communication

DIRECTORY PREFERENCES

Directory Preferences
Manage overall & field-specific visibility in the Directories

GRANDPARENTS
```

2 This opens the *Household Profile* page. Scroll down to *Household Contacts* and click **Contacts for My Children**.

Original | 10/06/2022

Adding an Emergency Contact
in Veracross on a Mobile Device

Click the blue **Add New** button to add a new contact.

3

HOUSEHOLD CONTACTS

Contacts for My Children
10 related contacts

Please review the Contacts for your student(s) and indicate all those who you authorize as Emergency and/or Pickup contacts for your students. These individuals will not be marked to receive school communications unless they are also added to the General Communication Recipient card below.

Any new contact you indicate as Pickup Authorization will also be added to the Pickup Authorization card.

Parents, throughout this section, you will see yourselves listed as 'View Only' within each card because changes to your personal contact information are made in the Family Information section above.

+ ADD NEW

Add New   × cancel

Name & Relationships:

First Name *
Preferred Name
Last Name *
Relation to child(ren) *   Husband

Contact Information

Home Phone *
Mobile Phone *
Email
Emergency Contact? *   no
Pick Up Contact? *   no

4

Fill out the new contact card and select "yes" from the **Emergency Contact?** drop down menu.

Adding an Emergency Contact
in Veracross on a Mobile Device

5

To make an existing contact an Emergency contact, select **Edit** by that person's name.

Barbara ▇▇▇▇▇▇   [edit]

Full Name:	Mrs. Barbara ▇▇▇▇
Relation to child(ren)	Grandmother of Joshua, Ruthie
Home Phone	--
Mobile Phone	▇▇▇▇▇▇
Email	▇▇▇▇▇▇
Emergency Contact For:	No children
Pickup Authorization For:	Joshua, Ruthie

Barbara ▇▇▇▇   [save] × remove   cancel

Full Name:	Mrs. Barbara ▇▇▇▇
Relation to child(ren)	Grandmother of Joshua, Ruthie
Home Phone *	
Mobile Phone *	▇▇▇▇
Email *	▇▇▇▇

Emergency Contact For:

☐ Joshua   ☐ Ruthie

Pickup Authorization For:

☑ Joshua   ☑ Ruthie

Indicates a required field

6

Check the box next to your child's name under **Emergency Contact For** at the bottom of the card, and then click **Save**.

Thank you!

Adding an Emergency Contact in Veracross on a Computer

Veracross Quick Links

- 📓 Opt out of Directory Publication
- 👥 Update Household Profile
- 🔖 Online Enrollment Homepage
  View/Download Contract + More
- 🔖 Student Billing Homepage
  View/Pay Your Tuition Invoice(s)
- 👤 Admissions Portal

1

Log in to the Veracross parent portal. Scroll down the page until you see the purple *Quick Links* menu on the right side. Select the **Update Household Profile** quick link.
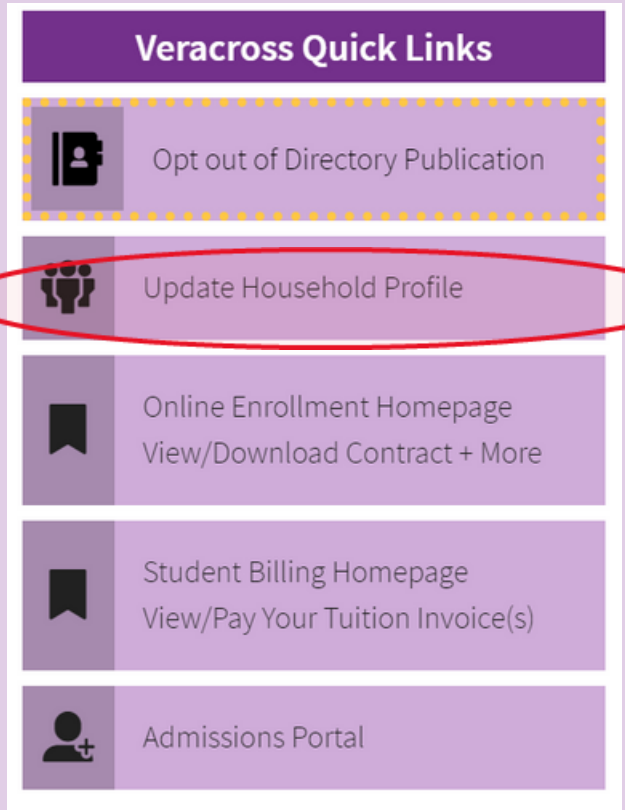
Household Profile

📇 Update Household Profile

My Family: Information Review

Instructions

Welcome to Cincinnati Hills Christian Academy Family Information Review. The 2022-2023 academic yea
Our data migration began in September 2021, so we ask that you carefully review each section below ar
prompt response by August 10 is appreciated so that we can ensure your contact information is accurate

Please be sure to review and complete the questions on all three tabs in the upper right corner of this pa
Schools Policies, and Directory Preferences.

Review and Edit   Update Log

search actions

HOUSEHOLD CONTACTS

Contacts for My Children
10 related contacts

Pickup Authorization
10 contact(s) authorized for picku

General Communication Recipients
2 contact(s) authorized for general communication

2

This opens the *Household Profile* page. Scroll down to *Household Contacts* and click **Contacts for My Children**.

Adding an Emergency Contact
in Veracross on a Computer

Click the blue **Add New** button to add a new contact.

3

Household Profile

Update Household Profile

Contacts for My Children
10 related contacts

Pickup Authorization
10 contact(s) authorized for pickup

Please review the Contacts for your student(s) and indicate all those who you authorize as Emergency and/or Pickup contacts for your students. These individuals will not be marked to receive school communications unless they are also added to the General Communication Recipient card below.

Any new contact you indicate as Pickup Authorization will also be added to the Pickup Authorization card.

Parents, throughout this section, you will see yourselves listed as 'View Only' within each card because changes to your personal contact information are made in the Family Information section above.

+ ADD NEW

Add New

× cancel

Name & Relationships:

First Name *

Preferred Name

Last Name *

Relation to child(ren) *   Husband

Contact Information

Home Phone *

Mobile Phone *

Email

Emergency Contact? *   no

Pick Up Contact? *   no

Contact For:

Fill out the new contact card and select "yes" from the **Emergency Contact?** drop down menu.

4

Adding an Emergency Contact
in Veracross on a Computer

To make an existing contact an **Emergency Contact**, select **Edit** by that person's name.

5

Barbara ▮▮▮▮▮▮▮   edit

Full Name:	Mrs. Barbara ▮▮▮▮▮▮
Relation to child(ren)	Grandmother of Joshua, Ruthie
Home Phone	--
Mobile Phone	▮▮▮▮▮▮▮▮
Email	▮▮▮▮▮▮▮
Emergency Contact For:	No children
Pickup Authorization For:	Joshua, Ruthie

Barbara ▮▮▮▮▮   save   × remove   cancel

Full Name:	Mrs. Barbara ▮▮▮▮▮
Relation to child(ren)	Grandmother of Joshua, Ruthie
Home Phone *	
Mobile Phone *	▮▮▮▮▮▮
Email *	▮▮▮▮▮▮

Emergency Contact For:

☐ Joshua   ☐ Ruthie

Pickup Authorization For:

☑ Joshua   ☑ Ruthie

Indicates a required field

6

Check the box next to your child's name under **Emergency Contact For** at the bottom of the card, and then click **Save**.

Thank you!