SMCPS Emergency Information Update
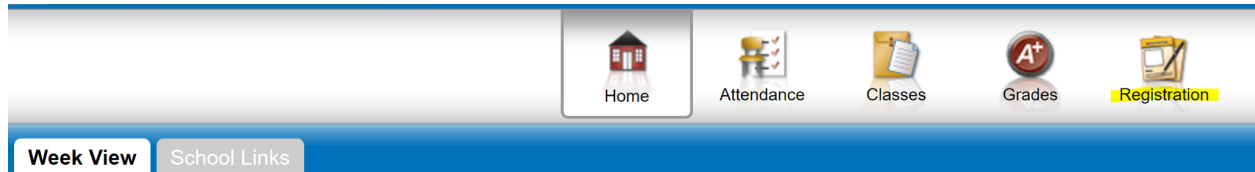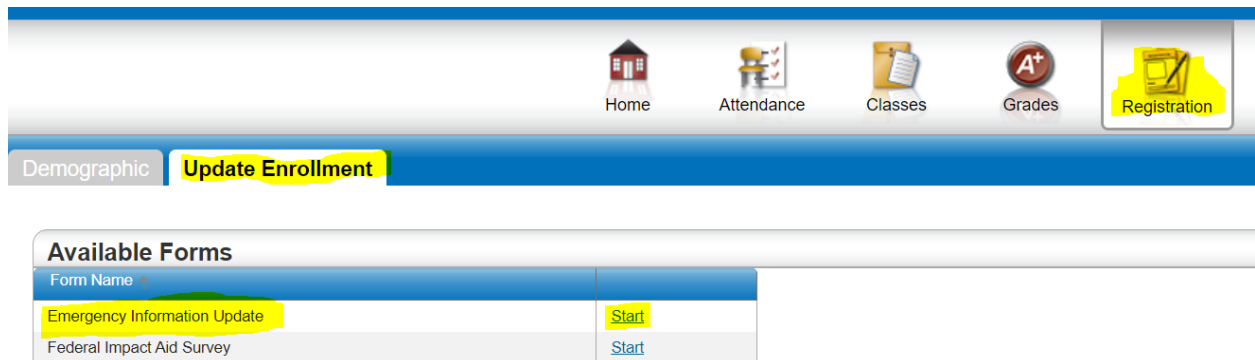
1. Please visit the SMCPS website to login into HAC.

2. Once logged into HAC, scroll over to "**Registration**".

3. Click on "Update Enrollment". Then start the **Emergency Information Update**.

4. Follow the direction on each screen, paying close attention to the required fields.
Important Notes:

- Emergency information such as the student's physical address, guardian and emergency contact updates must be made at the student's school. **Those fields cannot be edited on this form.**
- To make changes to a physical address, please visit the student service's website on registration information.
- Video Guidance on this process is also available.

5.*** If you have MULTIPLE students in SMCPS,** go to the far right and find your student's name. Click on the down arrow to toggle to your next student(s).