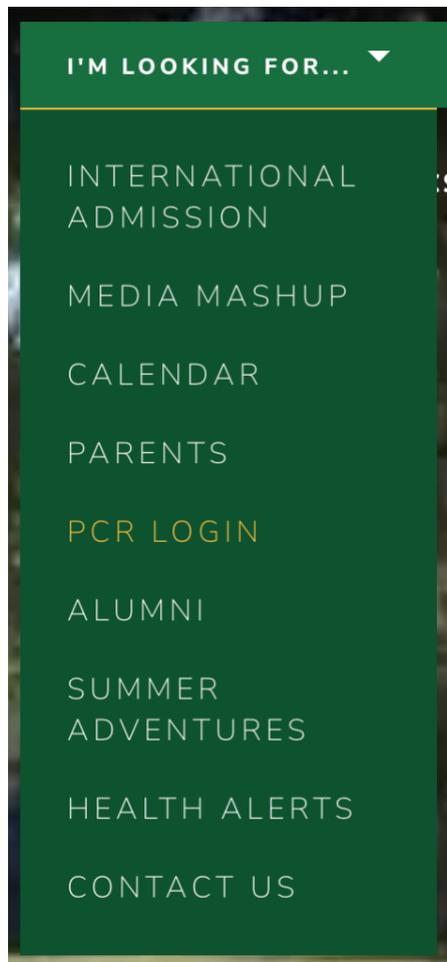# STEPS TO UPDATE YOUR FAMILY INFORMATION IN PCR...

STEP 1: Visit the W+H School Website by clicking HERE

STEP 2: Hover over the " I'm Looking For " Button
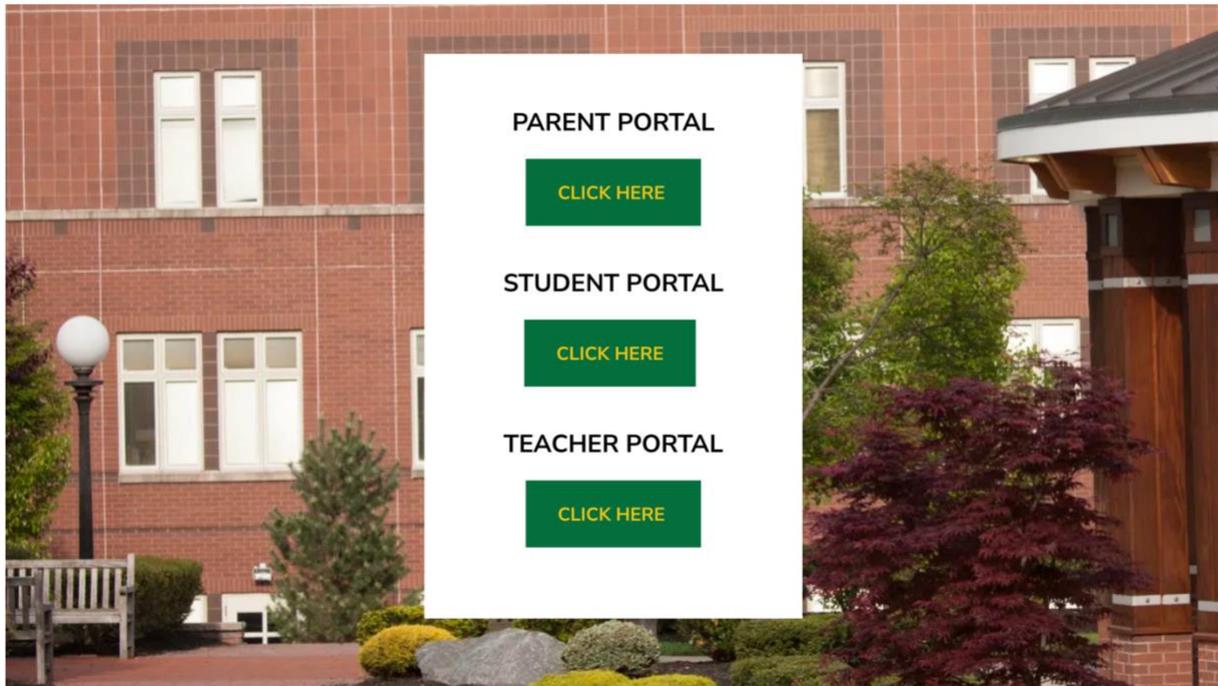

STEP 3: Select "PCR LOGIN" from the drop-down menu

STEP 4: Click on the "CLICK HERE" Button under PARENT PORTAL

PCR Login

STEP 5: Login using your own personal Username and Password. (Please email support@whschool.org if you have any trouble logging in.)

Parent Portal Login

Username ***** [   ]

Password ***** [   ]

Log In

STEP 6: Once you are logged in, Click on FAMILY located on the green bar at the top of the screen.

FAMILY

STEP 7: On the left hand side of the screen you will see a menu with "Family Information" on the top of the list. Click on Family information.

HOME   FAMILY

Family Information

Emergency Contact 1

Emergency Contact 2

Parent 1

Parent 1 Education

Parent 2

Parent 2 Education

Medical Info

STEP 8: Once you click on family information, you will be brought to a window where you can click through and edit your information as needed.

Family Salutation*	
e.g. Mr. and Mrs. Doe	
Address Line 1**	
Address Line 3	
State	NJ
County*	
Family Phone*	
(###) ###-####	

Alternate Salutation	
Address Line 2	
City*	
Zip*	
Country	
Family Email	

STEP 9: Please fill in all of your information even in the spaces that do not have a red * (such as a family email). Once your information is entered, please click on the orange SAVE button.

Save

STEP 10: Please repeat steps 8 & 9 for the Parent 1 and Parent 2 information (also found on the left side of the screen) and be sure to click save after entering in your information.

HOME   FAMILY

Family Information
Emergency Contact 1
Emergency Contact 2
Parent 1   ⬅
Parent 1 Education
Parent 2   ⬅
Parent 2 Education
Medical Info