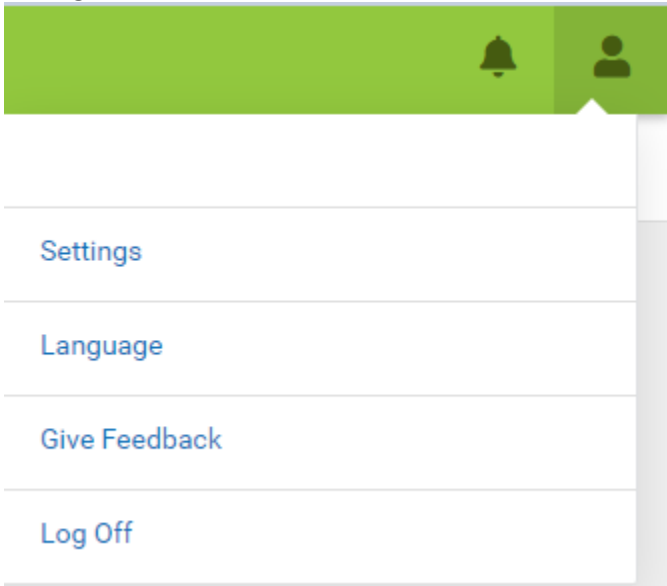


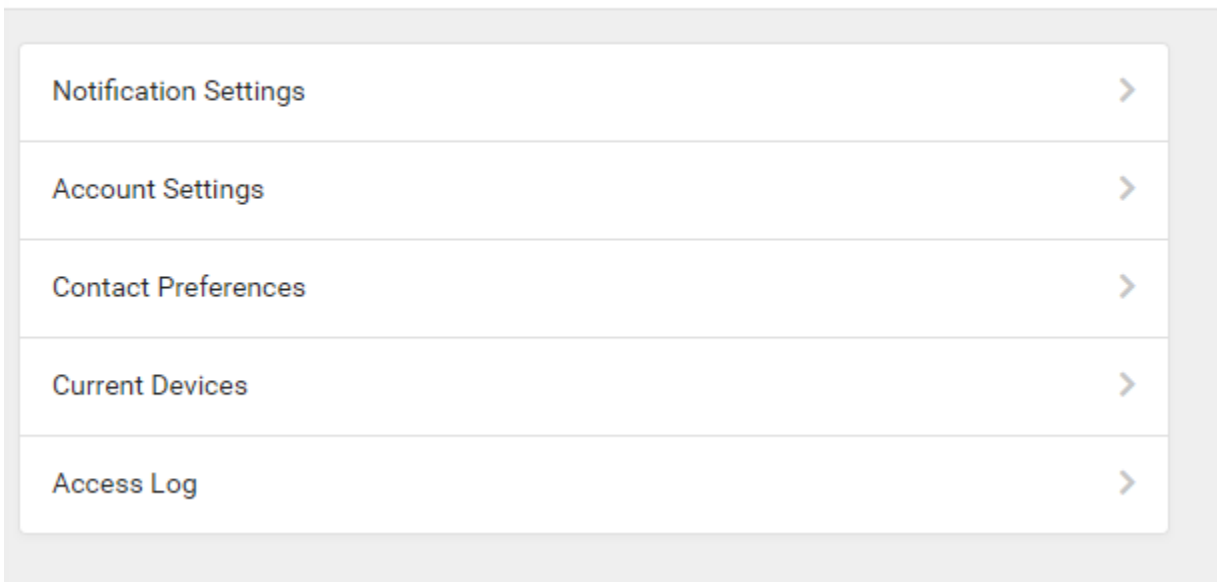
Updating Contact Information on Parent Portal Accounts

On your portal account, if you click on the green person icon on the top right corner it will bring you to your account settings.



Click on Settings open your account settings.

Settings



Updating Contact Information on Parent Portal Accounts continued

Click on Contact Preferences to change your email address or phone numbers that are on file and then hit save.

Contact Preferences

Cell Phone

Work Phone

Other Phone

Email Address

Secondary Email Address

Preferred Language

Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.

Message Preferences

For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.

If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees for sending and receiving text messages. To opt out, uncheck the Text (SMS) box at any time.

Email

PRIMARY EMAIL ADDRESS	EMAIL
Priority	<input type="checkbox"/>
Attendance	<input type="checkbox"/>

Save