



# Alma Parent Help:

## How to Update Parent Information in Alma

Alma allows you to see your personal profile; this is the information that is available to teachers and staff. You can update your information, edit your student's information, and add emergency contacts.

If you do not have the option to edit this information, please contact your school directly to update any information listed on your profile.

## Personal Information

To view your profile, click on the “my info” link under the initials button in the top-right hand corner. On the left-hand side of the page, you will see your information and your children's information will be on the right. Settings are available to the school to hide student information from parents/guardians; in our example below, Douglas has permission to view Ronald's information but not Caden's.

The screenshot displays the Alma parent portal for Discovery High School. The user is identified as Douglas Ackerman. The interface is split into two main columns: 'My Information' and 'My Children'. The 'My Information' column contains fields for Name (Douglas Ackerman), Preferred, Phone (901) 755-3185 (Home), Email (d.ackerman@noemail.com), and Address (3778 Scott St. North, Bloomingburg, New York 12721, United States). The 'My Children' column lists two children: Caden Ackerman (12th Grade) and Ronald Ackerman (11th Grade), with their respective preferred names (Ronnie) and contact information. A red arrow points to a green circular button with the initials 'DA' in the top right corner of the page, which is the 'my info' link mentioned in the text.

*Note: If you do not see the “click to edit” options within each information box, please contact your school to update any contact information.*



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### Phone Number

Notifications (call/text) will be sent to the FIRST phone number listed. Click the “click to edit” link in the phone number box. Make sure that you have marked the phone number as mobile and checked “can receive SMS” if you would like to receive texts. You can use the 4 gray dots to drag the phone numbers into your preferred contact order.

To add another phone number click the green “+” and type in the new information.

Click “SAVE” when you are finished!

**PHONE** :: (907) 180-8135 [edit icon] [X]

The first number will be used as the primary contact number in automated notifications. You may drag to reorder.

Ext. [ ] Mobile [v]

Can SMS

:: (907) 180-8136 [X]

Ext. [ ] Home [v]

Can SMS

+ Add Phone Number

Cancel Save

### Email Address

Notifications (emails) will be sent to the FIRST email address listed. Click the “click to edit” link in the email box. You can use the 4 gray dots to drag the emails into your preferred contact order.

To add another email address click the green “+” and type in the new information.

Click “SAVE” when you are finished!



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### Update Emergency Contacts

Emergency contacts are tied to each individual student and since they are not part of the directory, they cannot take advantage of the predictive search feature.

To edit an emergency contact, hover over the emergency contact you would like to edit and select the “edit” button. If you would like to add an emergency contact, click the green “+ add emergency contact.”

**ACKERMAN, CADEN** 12th Grade

**NAME** Caden James Ackerman

**PREFERRED** CJ

[click to edit](#)

**PHONE** (227) 622-5565 (Home)  
(503) 978-5632 (Mobile) 

[click to edit](#)

**EMAIL** caden.ackerman@getalmaemail.com

[click to edit](#)

**ADDRESSES** 789 Astor Place  
423B  
New York, New York 10045  
United States   


[click to edit](#)

#### Emergency Contacts

**MARY MEISNER** Aunt  
mary@noemail.com  
(431) 781-2121  
Lives with: No Receives mailings: No Can pickup: Yes

 Add Emergency Contact 

*Note: Even if you have the same emergency contact for all of your children, you will have to update/add each one individually.*



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For updating/adding an emergency contact, the window is the same (updating an existing contact gives you the additional option of deleting the contact).

The screenshot shows a modal window titled "Edit Emergency Contact" with a close button (X) in the top right corner. The form contains the following fields and options:

- Name:** Text input field containing "Mary Meisner".
- Relationship:** Dropdown menu with "Aunt" selected.
- Email Address:** Text input field containing "mary@noemail.com".
- Phone Number:** Text input field containing "431-781-2121".
- Alt. Phone Number:** Empty text input field.
- Checkboxes:** Three checkboxes are present: "Lives With" (unchecked), "Receives Mailings" (unchecked), and "Can Pickup" (checked).
- Buttons:** An orange "delete" button is on the left, and "cancel" and a green "Save" button are on the right.

You can add their name (required), relationship to the student, email (optional), and two phone numbers (one phone number is required). There are also three check boxes (unchecked by default) for if your student lives with this contact, this contact receives mailings and/or can pick your student up from school.