# 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.



*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!



## 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).

### Edit Emergency Contact ✕

**Name**

Mary Meisner

**Relationship**

Aunt ⬍

**Email Address**

mary@noemail.com

**Phone Number**

431-781-2121

**Alt. Phone Number**

☐ Lives With     ☐ Receives Mailings     ☑ Can Pickup

delete                              cancel     Save

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.