



Alma Parent/Caregiver Help:

How to Update Parent/Caregiver Contact Information in Alma

Alma allows you to see your personal profile; this information 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 the "my info" link under the initials button in the top-right 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.

Discovery High School

Welcome, Douglas!

My Information

DA ACKERMAN, DOUGLAS

NAME Douglas Ackerman
PREFERRED
click to edit

PHONE (901) 755-3185 (Home)
click to edit

EMAIL d.ackerman@noemail.com
click to edit

ADDRESSES 3778 Scott St. North
Bloomingburg, New York 12721
United States
click to edit

My Children

ACKERMAN, CADEN 12th Grade

ACKERMAN, RONALD 11th Grade

NAME Ronald Lon Ackerman
PREFERRED Ronnie
click to edit

PHONE (302) 109-6162 (Home)
click to edit

EMAIL ronald.ackerman.fake@getalmaemail.cc
click to edit

ADDRESSES 87 Vine Street
New York, New York 10034
United States
click to edit

Note: Your children's information is held independently from your own. Please be sure to enter changes separately for each affected person.

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 you have marked the phone number as mobile and checked “can receive SMS” if you want 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!

The screenshot shows a form titled "PHONE" with a sub-header "PHONE ::". Below the sub-header, there is a text box containing the phone number "(907) 180-8135" and a small icon of four dots. To the right of this text box is a red "X" button. Below the text box, there is a label "Ext." followed by an empty text box and a dropdown menu with "Mobile" selected. Below that, there is a checked checkbox labeled "Can SMS". A red arrow points from the text "You may drag to reorder." to the four-dot icon. Below the first entry, there is a second entry with the phone number "(907) 180-8136", an empty "Ext." text box, and a dropdown menu with "Home" selected. Below the second entry, there is an unchecked checkbox labeled "Can SMS". At the bottom of the form, there is a green button with a "+" sign and the text "Add Phone Number". At the bottom right, there are two buttons: "Cancel" and "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 enter the new information.

Click “SAVE” when you are finished!




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Update Emergency Contacts

Emergency contacts are tied to each student; 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 want to add an emergency contact, click the green “+ add an 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 [X]

Name:

Relationship:

Email Address:

Phone Number:

Alt. Phone Number:

Lives With Receives Mailings Can Pickup

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.