

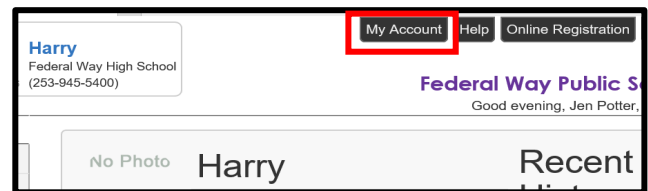
## Reviewing and Updating your Email Address and/or Phone Number in ParentVUE

Login to your ParentVUE account to verify, update or add phone numbers and email addresses to your Federal Way Public School parent record. Go to this URL: [grades.fwps.org](http://grades.fwps.org)

**Step 1:** Login using your ParentVUE username and password previously created:



**Step 2:** Once logged in, select the "My Account" tab located in the top right corner:

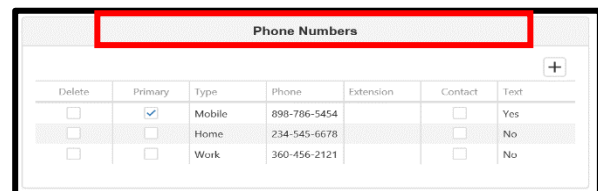


**Step 3:** On the Account Information page, scroll down to the Email Address area:

**Step 4:** Parents can add, update and delete email addresses in the Email #1 through Email #5 fields. If the primary email address on file is incorrect, please contact your scholars school so they can assist in updating the primary email address on file:




**Step 5:** Scroll down to the phone number area to verify, add, update and delete phone numbers on file:



Delete	Primary	Type	Phone	Extension	Contact	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mobile	898-786-5454		<input type="checkbox"/>	Yes
<input type="checkbox"/>	<input type="checkbox"/>	Home	234-545-6678		<input type="checkbox"/>	No
<input type="checkbox"/>	<input type="checkbox"/>	Work	360-456-2121		<input type="checkbox"/>	No

**Step 6:** Select the "plus" sign on the right side of the phone number area to add a new phone number to your parent record. **Note: New phone numbers must have a type and text communication response recorded with the new phone number.**



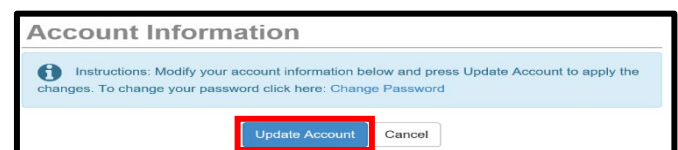
Delete	Primary	Type	Phone	Extension	Contact	Text
<input type="checkbox"/>	<input type="checkbox"/>	Home	668-986-3927		<input type="checkbox"/>	No

**Step 7:** To delete a phone number on file, select the "Delete" box to the left of the phone number you would like to remove.



Delete	Primary	Type	Phone	Extension	Contact	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mobile	898 786 5454		<input type="checkbox"/>	Yes
<input type="checkbox"/>	<input type="checkbox"/>	Home	234-545-6678		<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work	360 456 2121		<input type="checkbox"/>	No

**Step 8:** When you have finished making changes, scroll to the top and select "Update Account":



Further support can be obtained by contacting ParentVUE Support by email [grades@fwps.org](mailto:grades@fwps.org) or Message Line (253) 945-2100