SMCPS Emergency Information Update

- 1. Please visit the SMCPS website to login into HAC.
- 2. Once logged into HAC, scroll over to "Registration".

	Home	F Attendance	Classes	(At) Grades	Registration
Week View School Links					

3. Click on "Update Enrollment". Then start the **Emergency Information Update**.

	Home	Attendance	Classes	(A ⁺) Grades	Registration
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Available Forms					
Available Forms					
Available Forms Form Name	Start				

4. Follow the direction on each screen, paying close attention to the required fields. Important Notes:

- Emergency information such as the student's physical address, guardian and emergency contact updates must be made at the student's school. **Those fields cannot be edited on this form.**
- To make changes to a physical address, please visit the <u>student service's website</u> on registration information.
- <u>Video Guidance</u> on this process is also available.

5.* **If you have MULTIPLE students in SMCPS**, go to the far right and find your student's name. Click on the down arrow to toggle to your next student(s).

Heather Wysokinski 🔒 Logout	
Test Tester ⊘	