



Update Demographic and Household Information

Log into the Parent Portal at <https://eastislip.esboces.org/campus/portal/eastislip.jsp>

IF YOU HAVE FORGOTTEN YOUR USER NAME OR PASSWORD FOR THE PARENT PORTAL

1. Go to the login screen: <https://eastislip.esboces.org/campus/portal/eastislip.jsp>
2. Click "Forgot your Username" or "Forgot your Password" or "Problems logging in"
3. Enter the email address that is listed in our database and the system will email you your information

HOW TO UPDATE YOUR HOME PHONE

1. On the left side, under the family section, choose **HOUSEHOLD INFORMATION**
2. Click **Update** below your home phone to update your number
3. Make your changes and click **Send Update**
4. Your request will be approved and you will get a response back. If any requests are denied there is a reason in the comments section of the denial

⚡ HOUSEHOLD ADDRESS CHANGES REQUIRE A PROOF OF RESIDENCY - PLEASE CENTRAL OFFICE REGISTRAR TO UPDATE THAT INFORMATION.

HOW TO UPDATE PERSONAL INFORMATION FOR THE MEMBERS OF YOUR HOUSEHOLD

1. On the left side, under the family section, choose **FAMILY MEMBERS**
2. This is a listing of the people that live in your household
3. Click **Update** below or next to the information you wish to change
4. Make your changes and click **Send Update**
5. Your request will be approved and you will get a response back. If any requests are denied there is a reason in the comments section of the denial.

⚡ EACH PARENT/GUARDIAN MUST HAVE A UNIQUE EMAIL ADDRESS

⚡ EMAIL, CELL PHONE AND HOME PHONE TRANSFER INTO OUR MESSAGING SYSTEM FOR EMAILS AND PHONE CALLS

HOW TO ADD AN EMERGENCY CONTACT FOR YOUR CHILD

1. Choose the child from the drop down at the top
2. On the left side choose **DEMOGRAPHICS**
3. The people listed under non-household contacts will be emergency contacts, and possibly other family members related to the child that do not live in their primary household
4. Click **+ Add Contact** at the very bottom
5. Enter the details related to the emergency contact
6. Click **Send Update**
7. Your request will be approved and you will get a response back. If any requests are denied there is a reason in the comments section of the denial

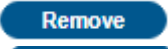
⚡ ALL PEOPLE NEED THEIR OWN RECORD. ADD EACH PERSON INDIVIDUALLY – DO NOT COMBINE THEM INTO ONE. IE: JOHN/SUE – THIS TYPE OF REQUEST WILL BE DENIED

HOW TO UPDATE AN EXISTING EMERGENCY CONTACT FOR YOUR CHILD

1. Choose the child from the drop down at the top
2. On the left side choose **DEMOGRAPHICS**
3. The people listed under non-household contacts will be emergency contacts, and possibly other family members related to the child that do not live in their primary household
4. Click  below the contact you want to update
5. Enter the details related to that emergency contact
6. Click 
7. Your request will be approved and you will get a response back. If any requests are denied there is a reason in the comments section of the denial

⚠ DO NOT USE THIS AREA TO ADD A NEW CONTACT. PEOPLE ARE PEOPLE IN OUR SYSTEM, AND NEW PEOPLE NEED TO BE ADDED USING ADD CONTACT

HOW TO REMOVE/DELETE AN EXISTING EMERGENCY CONTACT FOR YOUR CHILD

1. Choose the child from the drop down at the top
2. On the left side choose **DEMOGRAPHICS**
3. The people listed under non-household contacts will be emergency contacts, and possibly other family members related to the child that do not live in their primary household
4. Click  below the contact you want to **REMOVE**
5. Click 
6. Your request will be approved and you will get a response back. If any requests are denied there is a reason in the comments section of the denial

HOW TO UPDATE YOUR EMAIL ADDRESS

1. On the left side choose **CONTACT PREFERENCES**
2. Add or update your email address – you can have two emails for each contact but they must each be unique