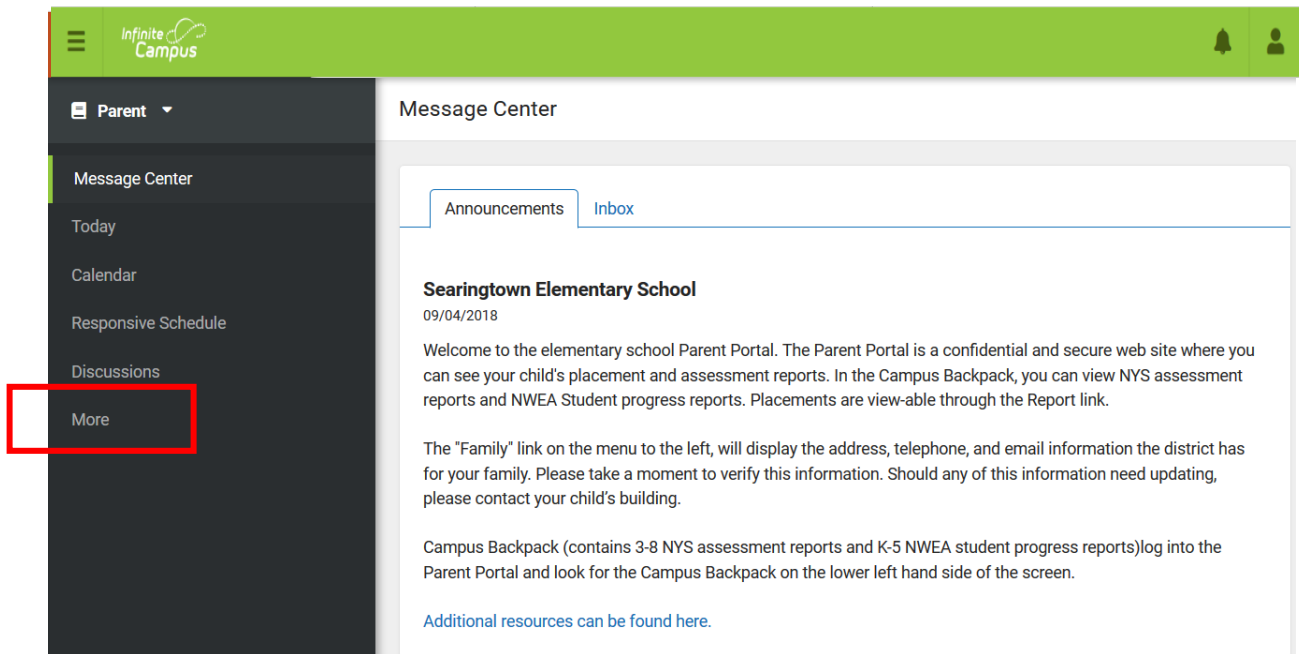


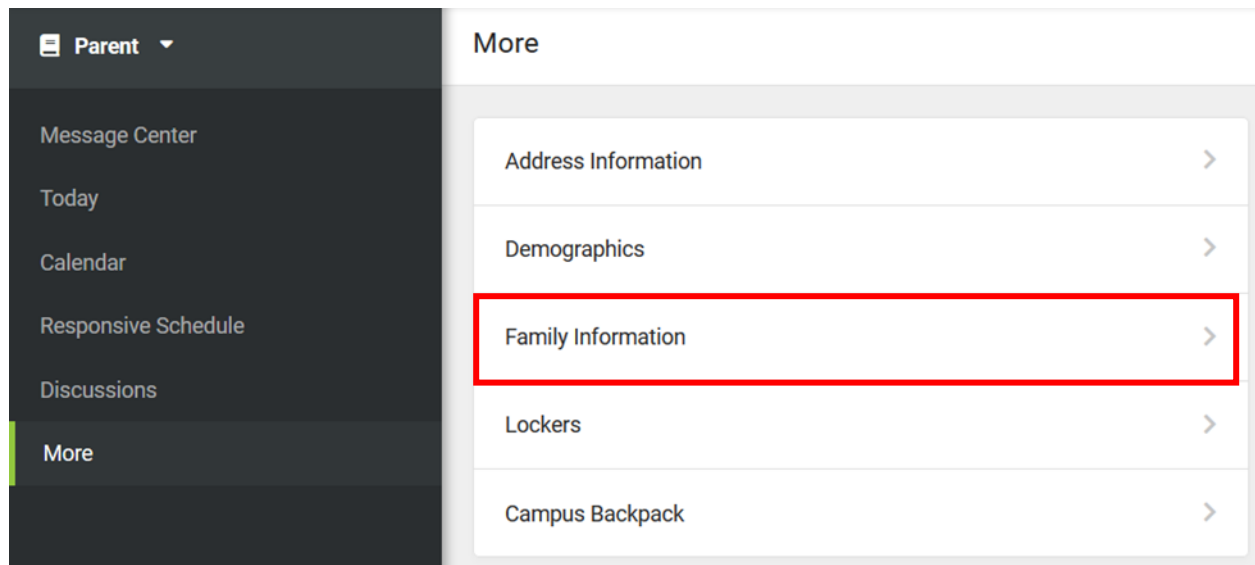


Updating your cell phone number and email address using the Parent Portal

1. Log into your parent portal account
2. Click on **“More”** for the left hand side navigation bar.



3. To update Cell number and/or email address, click on **“Family Information”**



4. Here you will see a list of family members with contact information.

5. Click on the **“Update”** button.

Last Name Information

Mrs Sample

Contact Information

Phone	Email
Cell: (555)555-5555	mrssample@gmail.com
Other: (555)555-5550	mrssample@aol.com

Update

6. Enter the new information into each section you wish to update. Then click **“Update”**.

< Back

Last Name Information

Cell Phone

(555)555-5555

Work Phone

() - - X

Other Phone

(555)555-5550

Email Address

mrssample@gmail.com

Secondary Email Address

mrssample@aol.com

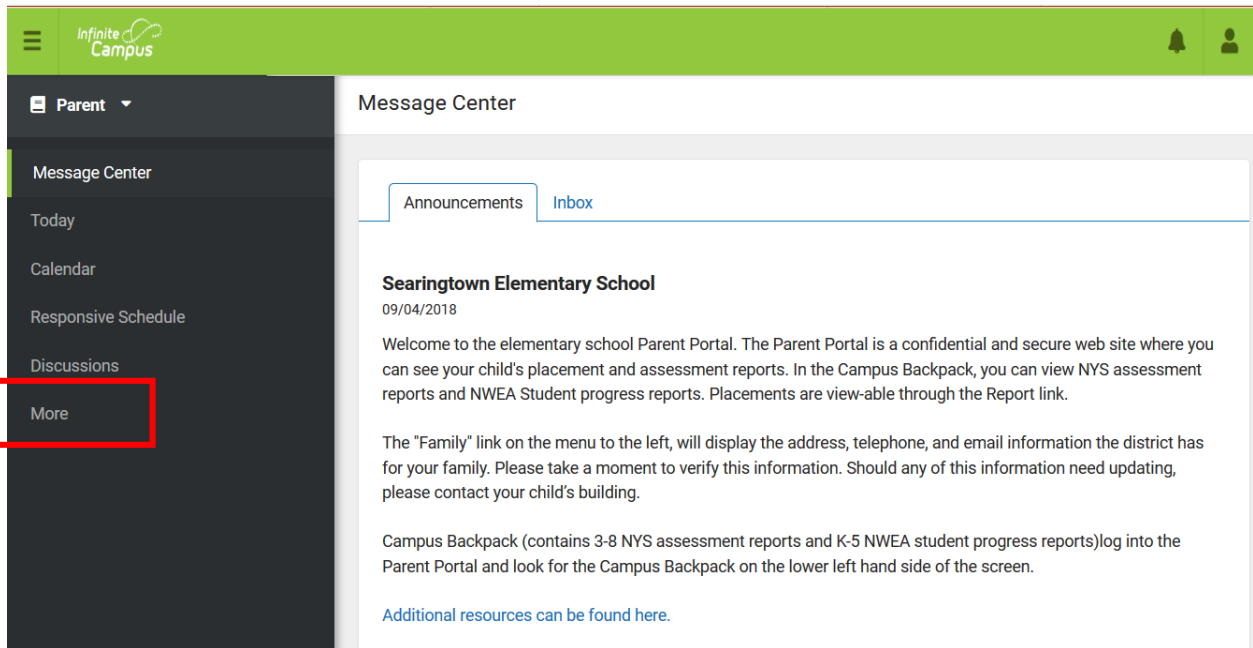
Update Cancel

If there is any additional information you need to update, you will need to contact your child's building main office.

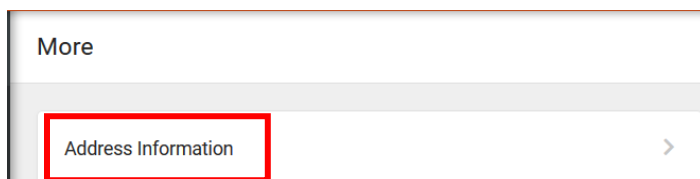


Updating your household phone number using the Parent Portal

1. Log into your parent portal account
2. Click on **“More”** for the left hand side navigation bar.



3. To update Cell number and/or email address, click on **“Address Information”**. You will only be able to update your household phone number.



4. Click on **“Update”** next to the Household number.



5. Enter the new information into each section you wish to update. Then click **“Update”**.

[< Back](#)

Update Household Phone Number

You are updating the following phone number:

(555)555-0000

Phone Number

←

Update

Cancel

If there is any additional information you need to update, you will need to contact your child's building main office.

Please do not update your child's student Google account (@herricksk12.org), this is used to link your child to all our databases.