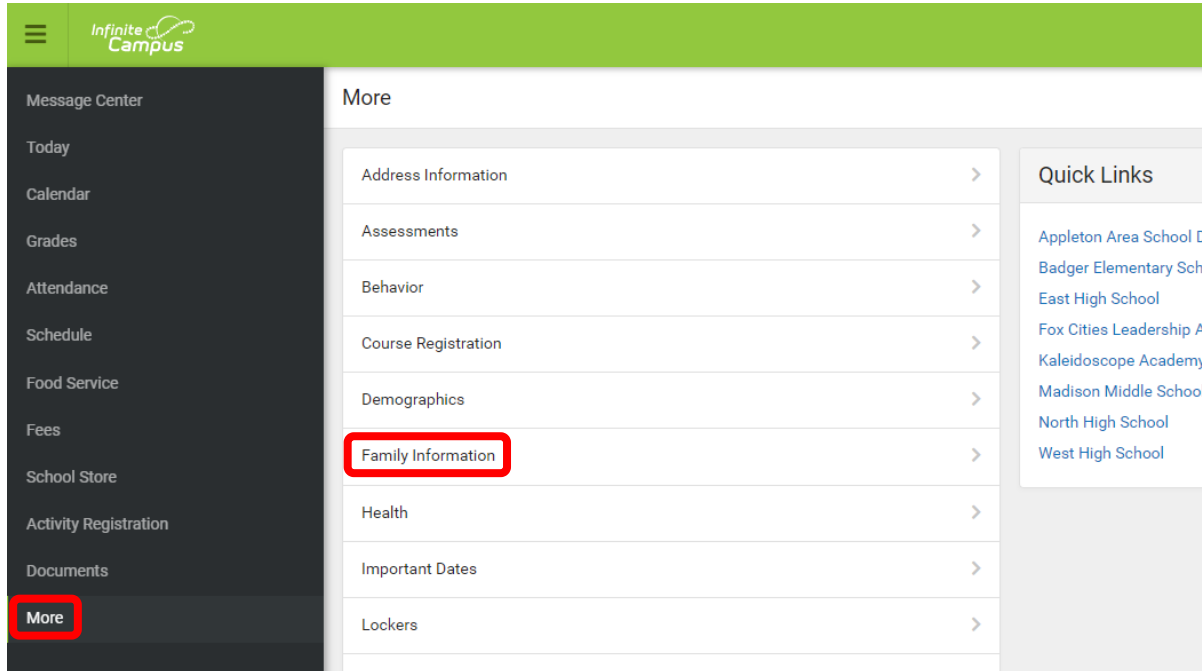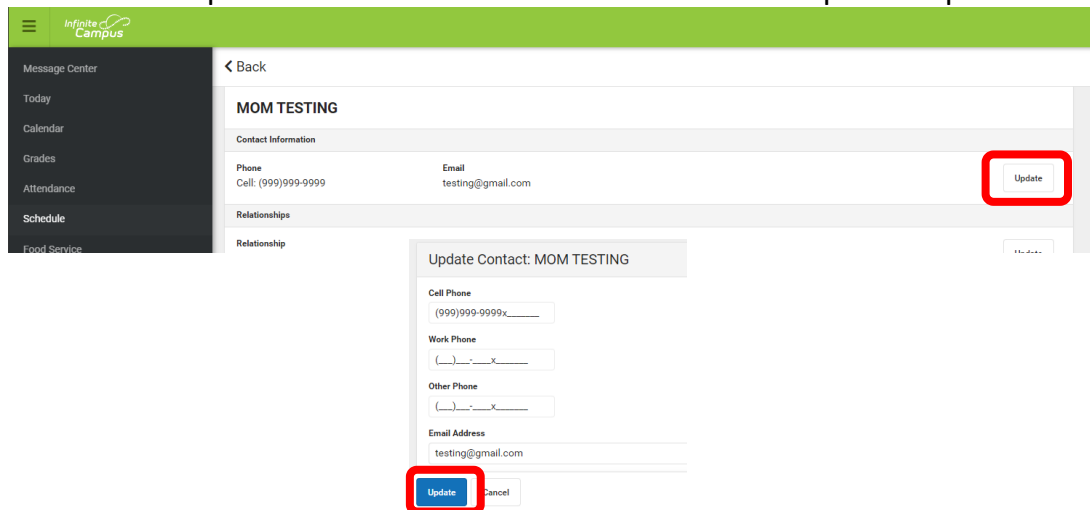# Parent Portal – Update Personal Information

1. Once logged into the parent portal, select "More" from the menu bar.
2. To update **phone, email or emergency contact priority**, click on "Family Information".

3. Click on "Update" to change contact information.
4. Click on "Update" once information is entered to complete request.

5. To update your **address**, click on More > Address Information > Update.
   a. Note: Please allow up to 7 days to process address change.