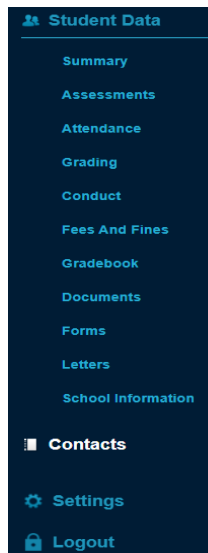


## Updating Contacts

Once logged into your Parent Genesis account, you can view and edit your contacts by clicking on the Contacts tab in the sidebar menu on the left side of your screen.



### Editing Existing Contacts

- You can edit the information for an existing contact by clicking the view edit button for that contact. To add a new email address or phone number for that contact select the Add New button.

- Once you have made your desired changes click the Save Contact button to save the information.

### Adding New Contacts

- You can add new contacts by clicking on the Create Contact button at the bottom of the page. Complete the form and click Add Contact.

**\*You will not be able to change your (Guardian 1) email address. You must contact the main office of your child's school to do so.**