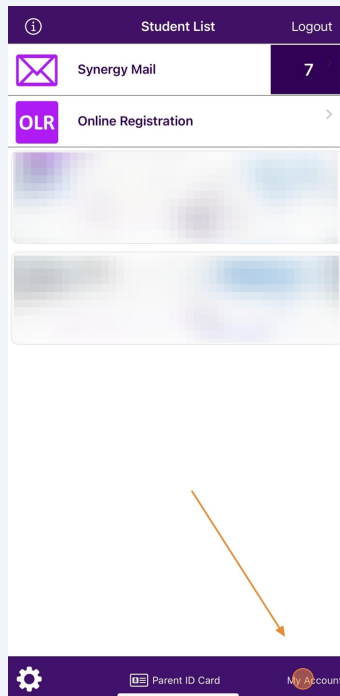


How To Update Your Phone Number and/or Email Using the ParentVUE App

This guide provides a step-by-step process for updating your phone number and/or email in ParentVUE using the app on a mobile device

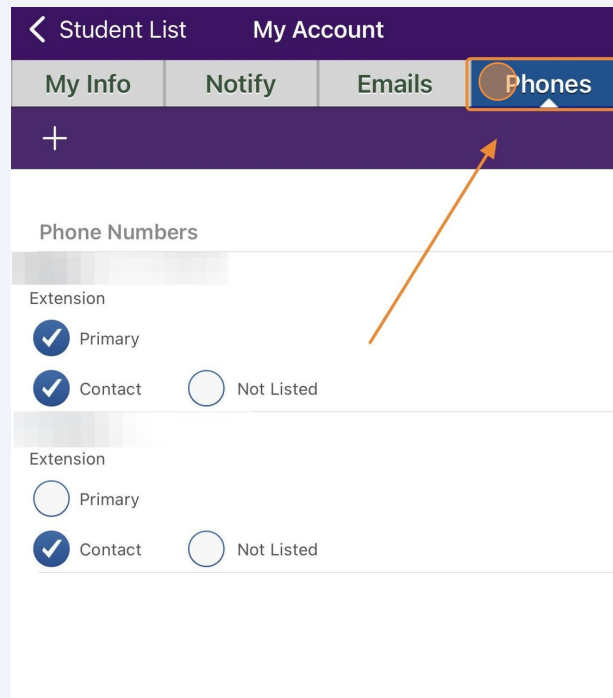
1 Navigate to the ParentVUE app on your mobile device and login

2 Click "My Account" on the lower right

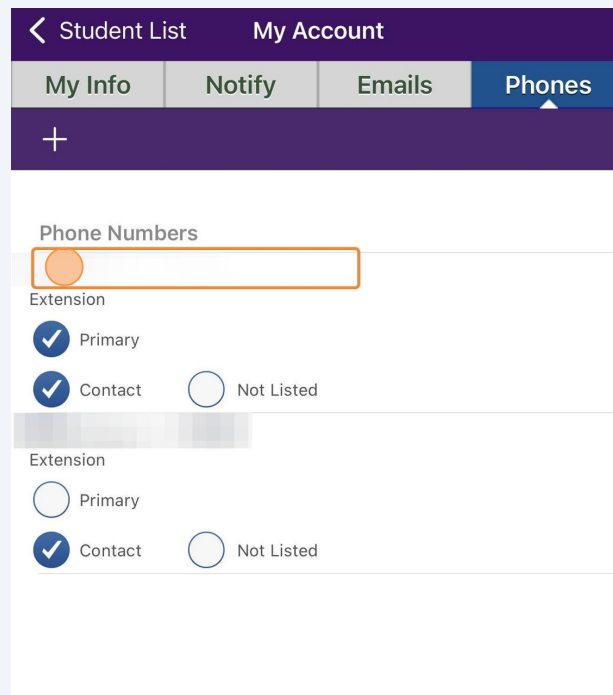


Changing Your Phone Number

3 If you want to change your phone number, click on "Phones"



4 Click on the phone number you wish to change



5 Change your phone number

Update

Phone

Extension

Type

Primary

Contact

Not Listed



Tip! If you have a cell phone, make sure "c" is selected from the dropdown menu below your phone number so you receive text messages

6 Click "Update"

The screenshot shows a form titled "Update" with a purple header. The form contains the following fields and options:

- Phone: A text input field with a blurred value, highlighted by an orange box.
- Extension: A text input field.
- Type: A dropdown menu with "c" selected, highlighted by an orange box.
- Primary: A checked radio button.
- Contact: A checked radio button.
- Not Listed: An unchecked radio button.

Changing Your Email Address

7 If you want to change your email, click on "Emails"

The screenshot shows the "My Account" section of an application. The "Emails" tab is selected and highlighted with an orange box and an arrow. Below the tabs, there is a section for "Auto Notify E-Mail" with a text input field and an "Update" button. Below this, there are five rows for entering email addresses:

- Primary Email: [Text input field]
- Email #1: [Text input field]
- Email #2: [Text input field]
- Email #3: [Text input field]
- Email #4: [Text input field]
- Email #5: [Text input field]

8 Click on the email(s) you wish to change and make any changes

The screenshot shows the 'My Account' page with the 'Emails' tab selected. At the top, there are navigation options: '< Student List' and 'My Account'. Below this are four tabs: 'My Info', 'Notify', 'Emails' (which is highlighted with a blue bar and an upward-pointing arrow), and 'Phones'. A purple bar at the top right contains the text 'Update'. Below the tabs, there is a grey instruction box: 'Auto Notify E-Mail: Enter the e-mail addresses (primary is required) that you want all active notifications sent to:'. Underneath, there are five email input fields labeled 'Primary Email:', 'Email #1', 'Email #2:', 'Email #3:', 'Email #4', and 'Email #5'. An orange rectangular box highlights the 'Primary Email' field, and an orange arrow points from the bottom right of this box towards the top left of the 'Primary Email' field.

9 Click "Update"

This screenshot is identical to the one above, showing the 'My Account' page with the 'Emails' tab selected. The orange arrow in this screenshot points from the 'Update' button in the purple bar at the top right towards the 'Update' text.



Alert! It will take 24-48 hours for your changes to appear in the ParentSquare system once you update ParentVUE