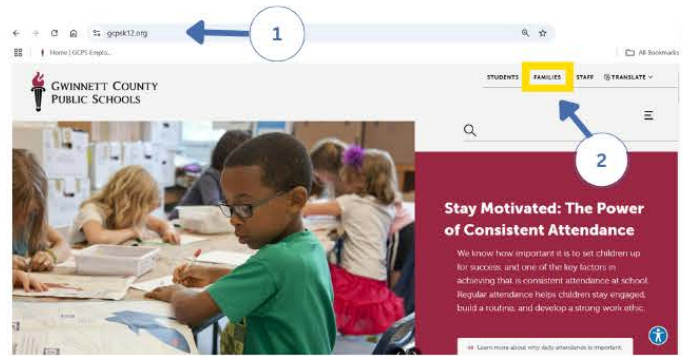




How to Update Family Emergency Contacts in ParentVUE

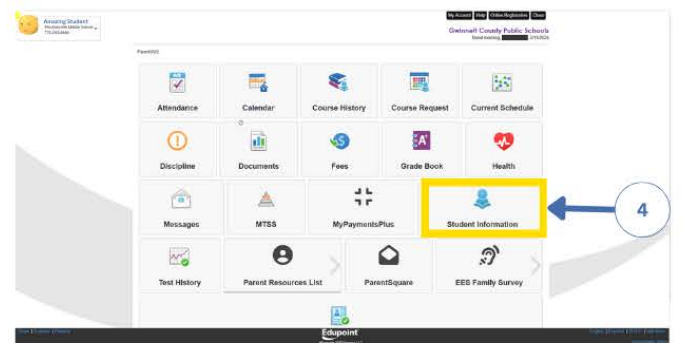
1. Go to www.gcpsk12.org.
2. Click on "Families".



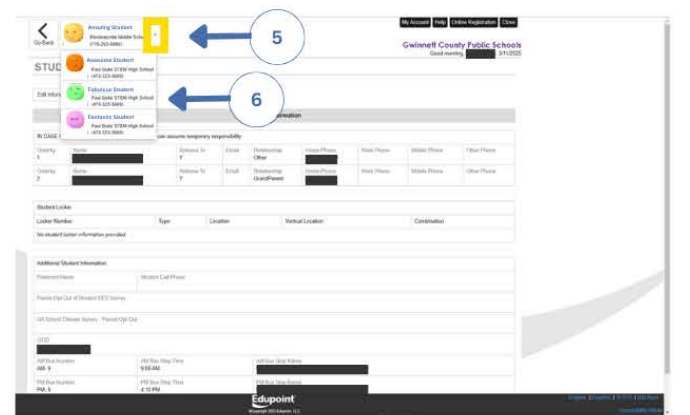
3. Login with your User Name (email) and Password.



4. Click on the "Student Information" icon.



5. If you have more than one student in GCPS, click on the down arrow next to the student's name to expand and see all your GCPS students.



6. Select the student for whom you will update the emergency contacts.

How to Update Family Emergency Contacts in ParentVUE (cont.)

7. Click “Edit Information.”

The screenshot shows the 'STUDENT INFO' page in ParentVUE. At the top left, there is a 'Go Back' button and a 'Fabulous Student' profile icon. At the top right, there are links for 'My Account', 'Help', 'Other Registrations', and 'Close'. Below this is the school name 'Gwinnett County Public Schools' and the date 'Good morning 11/11/2025'. The main heading is 'STUDENT INFO'. A yellow box highlights the 'Edit Information' button, with a blue arrow pointing to it from a circled number 7. Below the heading is a 'Student Information' section with a table for emergency contacts. The table has columns for Order, Name, Release To, Email, Relationship, Home Phone, Work Phone, Mobile Phone, and Other Phone. There are three rows of contact information.

8. Update the information in the boxes/spaces on the right side of the chart. You may update student’s Preferred Name and phone number.

The screenshot shows the 'STUDENT INFO' page with the 'Provide Changes to Student Information' section. A blue arrow points from a circled number 8 to the 'Preferred Name' and 'Phone' fields, which are highlighted with yellow boxes. The 'Preferred Name' field has a 'Current Value' and a 'Changed Value' input. The 'Phone' field has a 'Current Value' and a 'Changed Value' input. Below these are sections for 'Student Phone Numbers' and 'Emergency Contacts'.

9. Scroll down to the Emergency contacts section. Current emergency contact information is shown in the middle column. Enter the information to update in the right column.

- List your emergency contacts in the order you want them to be called.
- Please provide first name and last name of each emergency contact as it appears on their ID.
- Select “release to” if you approve for them to pick up your student.
- Please enter a valid phone number (one that can accept calls and not only text or Whatsapp messages).
- You may enter up to 4 emergency contacts.

The screenshot shows the 'Emergency Contacts' section. A blue arrow points from a circled number 9 to the 'Name' field in the 'Changed Value' column, which is highlighted with a yellow box. The table has columns for Row#, Description, Current Value, and Changed Value. There are two rows of contact information.

10. When you have entered all the emergency contacts, scroll down and click “Save changes”.

11. Repeat steps 5 - 10 for each of your GCPS students.

The screenshot shows the bottom of the 'STUDENT INFO' page. A blue arrow points from a circled number 10 to the 'Save Changes' button, which is highlighted with a yellow box. Below the button is the 'Other Student Information' section with fields for Description, Current Value, and Changed Value. There are three rows of information.