

Update Your Emergency Card in the ATLAS Parent Portal

Follow the steps below to update your student's **Medical History** and **Emergency Contacts** – Include your child's physician information, health insurance details, and provide medical authorization.

Note: Only **Primary Guardians** can update Emergency Cards.

Step 1: Log In to the Parent Portal

Go to parents.fresnou.org or scan the QR code to log in with the **email and password** you used when creating your ATLAS Parent Portal account.



Need to create an account?

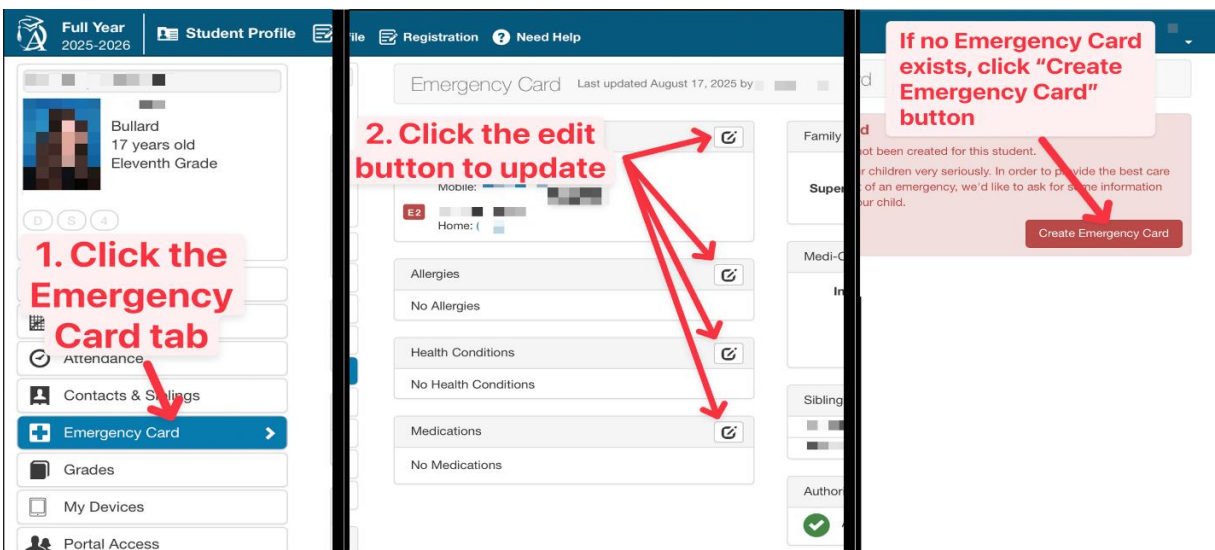
If you need to create an Atlas Parent Portal account, refer to your student's report card. Your ATLAS Parent Access ID and password are listed in the bottom left corner. For further assistance, contact your child's school office.

Forgot Password?

Reset your password by clicking "Forgot your password?"

Step 2: The Emergency Card tab

Once logged in, Click on the **"Emergency Card"** tab on the left-hand side. Then, select **"Create Emergency Card"** or use the edit buttons to update existing information.



Complete each section:

Once you have completed one section, click “Next” to continue.

The screenshot shows the 'Emergency Contacts' registration page. At the top, there's a header with 'Registration' and 'Need Help' links. The main title is 'Emergency Contacts'. Below it, a blue box says 'Emergency Contact' and 'At least one emergency contact is required. You can edit details about this contact.' A red callout box points to the right sidebar, stating 'The emergency card has several sections of information for you to complete'. The sidebar lists: Allergies, Health Conditions, Medication, Family Doctor, Health Insurance, Authorization, and Verification. The main content area has two sections: 'Emergency Contacts' (with two entries, E1 and E2, each showing a mobile number) and 'Other Contacts' (with two entries). A red callout box points to the 'Next' button at the bottom right, stating 'Click “Next” to continue on to the next section'. A 'Cancel' button is at the bottom left.

Step 3: Adding or updating Contacts

If you need to add or update a contact, click the “**Contacts & Siblings**” tab on the left navigation menu. Click the “**Add Contact**” button to add a new contact or click “**Edit Contact Information**” to update an existing contact.

The screenshot shows the 'Contacts & Siblings' page. On the left, a navigation menu has 'Contacts & Siblings' highlighted. A red callout box points to it, stating 'Click the “Contacts” tab to update student contacts'. The main content area has a 'Contacts' title. A red callout box points to the 'Add Contact' button, stating 'Click “Add” button to add a new contact'. Below that, a red callout box points to the 'Edit Contact Information' button, stating 'Click “Edit” button to update information about an existing contact'. The page shows two contact entries. The first entry is for a student named Edison, 14 years old, with a mailing address in Fresno, CA. The second entry is for a 'Father' (Primary Guardian) with a mailing address in Fresno, CA. Both entries have buttons for 'Edit Relationship', 'Edit Contact Information', and 'Remove'.

Step 4: Save your changes

Once updated, your student’s emergency card and contact information will be updated across all connected systems including communication tools like ParentSquare. **Congratulations – this is huge!**