

Update Your Emergency Card in the ATLAS Parent Portal (Mobile Device)

Follow the steps below to update your student's **Medical History** and **Emergency Contacts** from your mobile phone – 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?

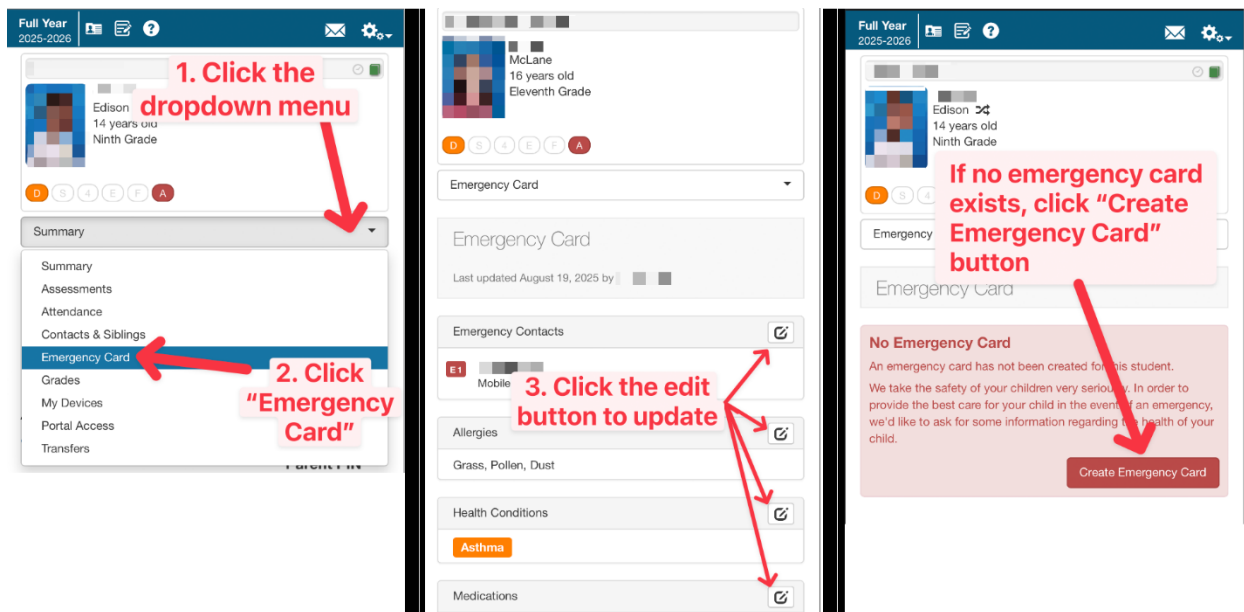
If you need to create an Atlas Parent Portal account, refer to your student's report card. Your ATLAS Parent Access ID and password are listed in the bottom left corner. For further assistance, contact your child's school office.

Forgot Password?

Reset your password by clicking "Forgot your password?"

Step 2: The Emergency Card tab

Once logged in, select "**Emergency Card**" from the navigation dropdown menu. 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. Before finishing you will be required to review your information, type your name in the signature box and then click “Save.”

The first screenshot shows the 'Emergency Card' section. A red callout box says: 'Set emergency contacts and then click "Next" to continue to the next section.' An arrow points to the 'Next' button.

The second screenshot shows the 'Health Conditions' section. A red callout box says: 'Click "Next" to continue on to the next section.' An arrow points to the 'Next' button.

The third screenshot shows the review and signature page. A red callout box says: 'After completing all sections of the emergency card you will need to review your answers, type your name in the box and click "Save."' Two arrows point to the 'Your Full Name' input field (labeled 1) and the 'Save' button (labeled 2).

Step 3: Adding or updating Contacts

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

The first screenshot shows the navigation menu. A red callout box says: '1. Click the dropdown menu.' An arrow points to the 'Contacts & Siblings' option in the dropdown. Another red callout box says: '2. Click "Contacts & Siblings"' with an arrow pointing to the same option.

The second screenshot shows the 'Add Contact' button. A red callout box says: 'Click "Add" button to add new contact.' An arrow points to the 'Add Contact' button. Another red callout box says: 'Click "Edit" button to update information about an existing contact.' An arrow points to the 'Edit Relationship' button.

The third screenshot shows the 'Add Contact' form. A red callout box says: 'Fill out each section with information about the new contact and then click "Next" until complete.' An arrow points to the 'Next' button.

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!**