



How to Update Contacts in MyPowerHub

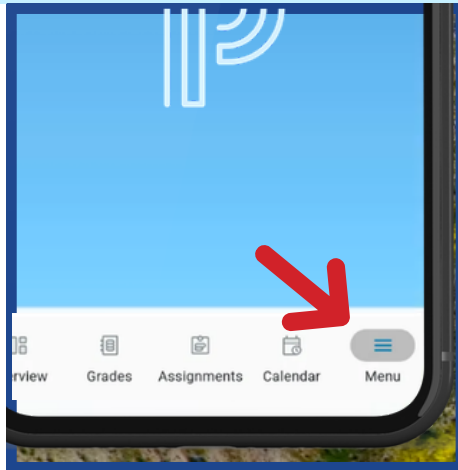


1

Log in to MyPowerHub.

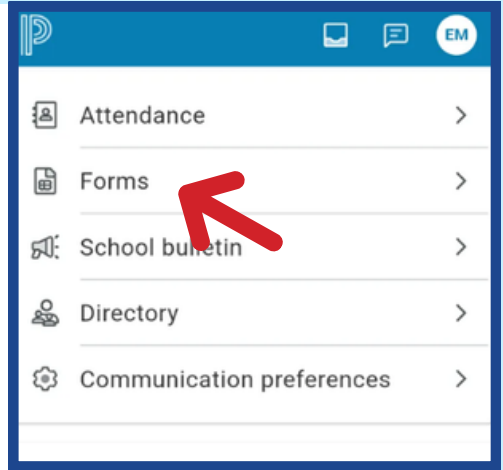
Select your student.

Tap on **Menu** at the bottom.



2

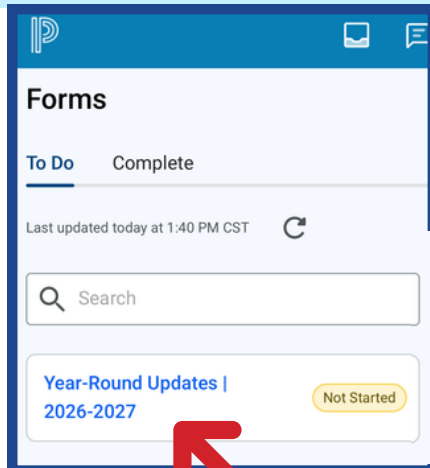
In the Menu, tap on **Forms**.



3

Tap on **Year-Round Updates 2026-2027**.

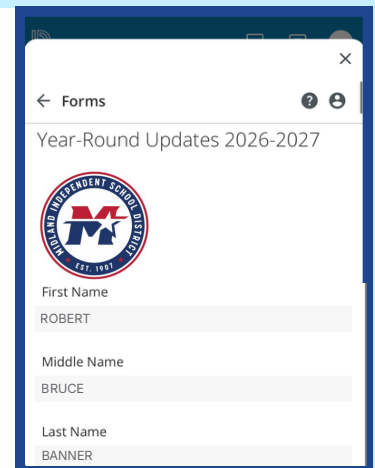
Review your student's emergency contact information and address information.



4

Under each child/student there will be contact information.

Update anything that needs to be updated.



5

Verify Info: Check **legal name, gender, and relationship to student**.

Set Permissions: Mark Yes/No for **Emergency Contact, Custody, Student Pickup, and Address**.

Contact 1

First Name required
NATASHA

Last Name required
ROMANOFF

Suffix
- Select -

Gender required
☐ Male
☐ Female

Relationship to Student required
Mother

6

Add phone numbers and check Yes for your preferred contact number.

Set call order numbers (1, 2, 3).
One contact MUST be set to Priority 1 (the first number the school will call).

Tap **Submit!**

Contact 1 Contact Information

Phone 1 Number required
432-000-0000

Phone 1 Type required
Work

Extension

Preferred phone number?
☐ Yes
☐ No

One contact must have a priority of 1.