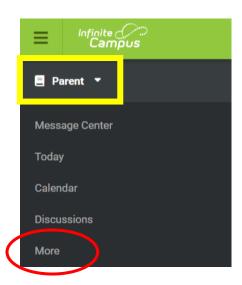
UPDATE HOUSEHOLD CONTACT INFORMATION

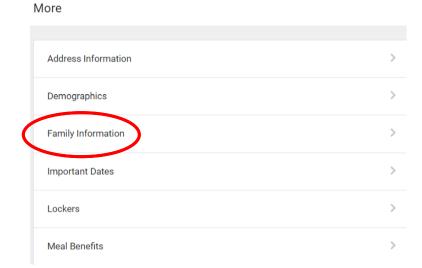
STEP 1

Login to your Parent Portal Account. Then, click **More** in the black left menu bar.

<u>Please make sure that you are always in **PARENT.**</u>

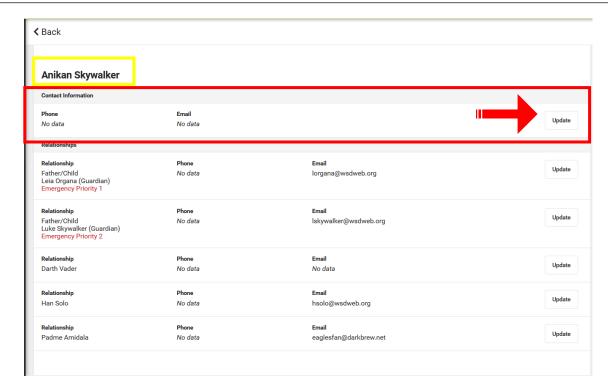






STEP 3

Scroll down to find your name in bold letters. Under Contact Information, click Update.



STEP 4

Please type the following information about yourself:

- Cell Phone
- Work Phone
- Other Phone
- Email Address
- If applicable, enter a secondary email address

Then, click **Update** to save your changes.

