

How to Update Contact Information in ParentPortal

1. Log into your Parent Connect account. If you forgot your password, go to the "Need Your Login Information?" link. Click here and your password will be sent to the email address on file. If you do not have an email address on file, you will need to contact your child's school.

ParentPortal Login

PIN:

Password:

[Need Your Login Information?](#)

2. Upon logging into ParentPortal, click *My Account*.

Welcome

Signed In: Tuesday, April 14, 2020 at 8:38 AM

[My Information](#) | [My Account](#) | [Email Signup](#) | [Help](#) | [About](#) | [Sign Out](#)

	Student Name	Grade	School Name	School Year	Birth Date	Advisor	Counselor
+							

3. Click *Edit* next to the Contact field.

Information Review

- + Contact: Danniell Tanner
Edit
- + Demographics
- + Student: Donna Joe Tanner, Grade 10 at Southfield High School for the Arts & Technology 2019-2020
Edit
- + Demographics
- + Emergency Contacts
- + Student: Stephanie Tanner, Grade 7 at Levey Middle School 2019-2020
Edit
- + Demographics
- + Emergency Contacts
- + Student: Michelle Tanner, Grade K at Adler Elementary School 2019-2020
Edit
- + Demographics
- + Emergency Contacts

4. Update the fields available. Fields in yellow will need to be accepted by school personnel. By clicking *Unlisted*, you will not receive robocalls. By clicking *Text Msg*, you will receive text messages. Once your information is updated, click *Submit*.

Information Update for Contact

Note: Highlighted fields are required. All changes will be flagged as Pending until approved and accepted by appropriate school personnel.

Demographics

Name:

Title First Name Middle Name Last Name Suffix

Email Address:

Primary Language:

Telephone Numbers:

Seq	Number	Extension	Type	Unlisted	Text Msg
X	↑↓ 1		Cellular	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	↑↓ 2		Work	<input type="checkbox"/>	<input type="checkbox"/>

[Add Phone](#)