Updating Emergency Contact Information on the Parent Portal
• After logging in to the Parent Portal, when you click your child’s ID number this screen will now be the only screen that is accessible until contact information for each of your children has been verified.

• On this screen parents can add and remove phone numbers and add and delete individuals listed as emergency contacts.

• If none of you information has changed you can click Verify on the bottom of the screen to complete the process.
We ask that all parents add their child’s physicians information in the Physician’s Information area.
After you click Verify, if you receive the error message listed in the yellow box regarding contact priorities, you must make sure that each contact priority is unique. In the example on the right, the Primary Guardian and the Emergency Contact both have a Contact Priority of 1 which is causing the error. This must be corrected in order to successfully verify. Please move on to the next slide to see what the corrected version looks like.
The contact priorities should reflect the order in which you would like to be contacted. In the example to the right, the Primary Guardian will be contacted first and the Emergency Contact will be contacted second.