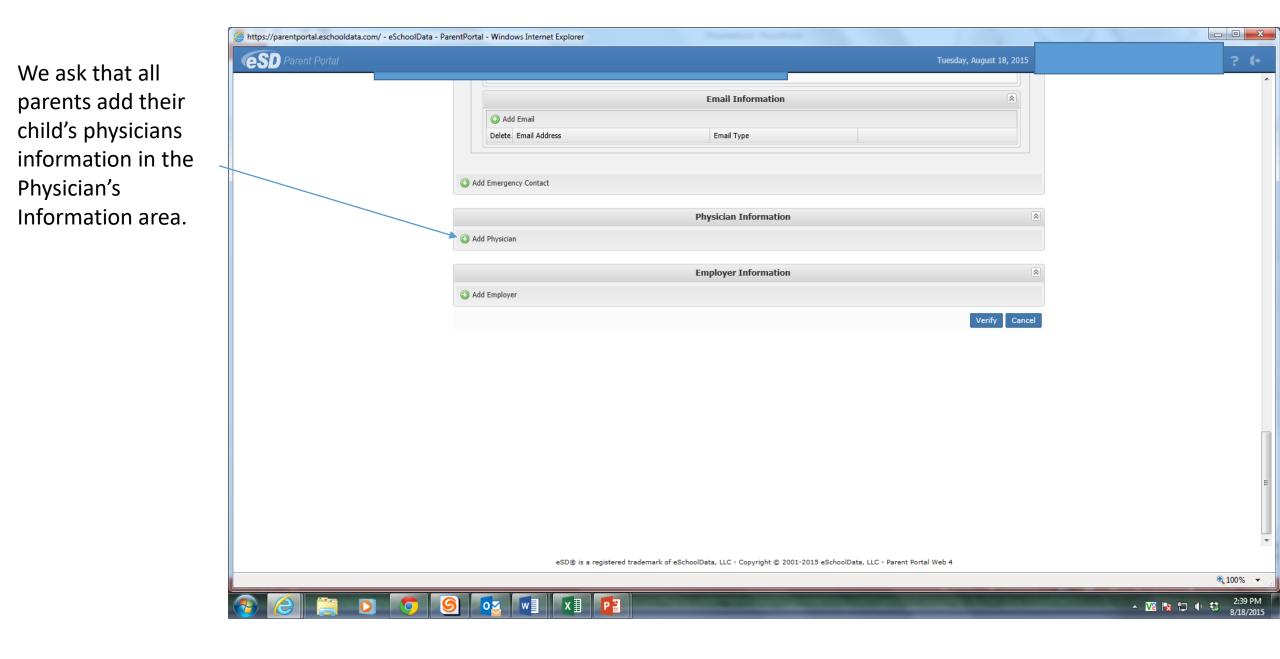
Updating Emergency Contact Information on the Parent Portal

- 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.

eSD Parent Portal	Monday, May 18, 2015 jaddonisio_tr (Admin) with nabel1424	û ≥ 2≜ ?	Q +
Home Contacts			^
	Student Information		
	First Name: Bridgett Last Name: Abel		
	Id Number: 00209916 Grade: 10		
	Cell Phone:		
	Guardian Information		
	Primary Guardian		
	First name: Nancy Last Name: Abel Gender: Female Relationship: Mother Contact Priority: 1 Image: Mailing Address: 552 Renee Drive Buchanan, NY 30113 Image: Mailing Address: State Address:		
	Phone Information		
	O Add Phone		
	Delete. Phone No Phone Ext Phone Type Unlisted. Phone Priority Attendance Phone Description		
	× 631-555-2807 Home Phone I V × 631-555-9999 Work Phone I V		
	X 631-555-9999 Work Phone □ 2 ☑		
	Email Information		
	O Add Email		
	Delete. Email Address Email Type		
	Emergency Contact Information		
	X Delete		
	First Name: Beth Last Name: Abel		
	Gender: O Male O Female Relationship: Neighbor		
	Contact Priority: 3		
	Address		
	Address (Optional)?		~



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 the next slide to see what the corrected version looks like.

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<u>.</u>	The Contact	priorities in	Guardian	and Emergency	Contact must l	be unique. Ple	ase check it again.
----------	-------------	---------------	----------	---------------	----------------	----------------	---------------------

		lgett			La	st Name: Abel		
	Id Number: 002	09916				Grade: 11		
	Cell Phone:							
ousehold I	nformation							
	Surname: Abel							
	Phone: 631-555	5-2807	x	Unlisted		Cell Phone	Update All Lin	ked Records
uardian Inf	formation							
- Prima	ary Guardian							
Phone	Information							
🕥 Add								
Delete.	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority	Attendance Phone	e Description	
×	631-555-2807		Home Phone	\checkmark	1	\checkmark		
×	631-555-9999		Work Phone	V	2			
	Information							۲
Email								
Email								
O Add	i Email Email Address			Email Type	2			

		· · · · · · · · · · · · · · · · · · ·								
	[Delete								
	\wedge	First Name:	Beth		Last Name: Abel		l			
		Gender:	Male	Female	Relations	hip:	Neighbor	~		
		Contact Priority:	1	*						

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(eSD) Contacts Home The contact You will need to verify your child's contact verification before continuing to view the portal. priorities should Student Information reflect the order First Name: Bridgett Last Name: Abel Id Number: 00209916 Grade: 11 in which you Cell Phone: would like to be Household Information Surname: Abel contacted. In the Phone: 631-555-2807 Unlisted Is Cell Phone x Update All Linked Records example to the **Guardian Information** Primary Guardian right, the Primary First name: Nancy Last Name: Abel Gender: Female Relationship: Mother Guardian will be Contact Priority: 1 Mailing Address: 552 Renee Drive Buchanan, NY 30113 **Phone Information** contacted first \bigcirc Delete. Phone No Phone Ext Phone Type Unlisted. Phone Priority.. Attendance Phone Description and the X 631-555-2807 Home Phone V 1 V 631-555-9999 **V** 2 V X Work Phone Emergency < Email Information 2 Contact will be \bigcirc Delete, Email Address Email Type contacted second. **Emergency Contact Information** × Delete Beth First Name: Last Name: Abel Male Female Neighbor × Gender Relationship:

Contact Priority: 2

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