

Updating Demographic Information:

There are two places to update information.

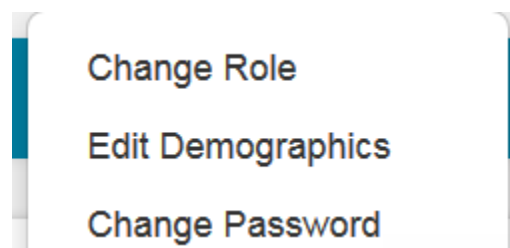
1. **To update family information**, it only needs to be done once and it will be changed for all children associated with this family.

Log into your portal.

On the top right of the menu bar, locate your name. Select the down arrow next to your name.

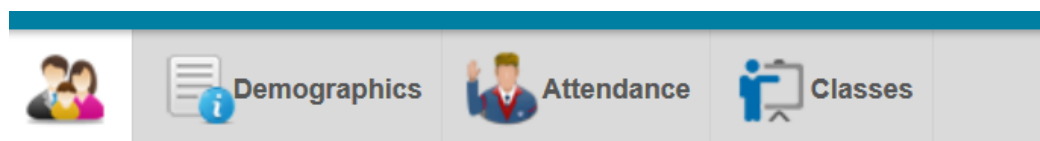


Select Edit Demographics



2. **To update student specific information. You must do this for each child.**

Log in to your portal account. If you have more than one child in the school select one. If you have one child in the school, it will open directly to the page below.



Select Demographics

You will see some demographic information to the left. Select



to the

Save when you are done editing.

