Annual Student Information Update Instructions

- 1. Login to your **parent** portal account. Student logins will not work. If you do not have a portal account, you can request a *Campus Portal Activation Key*. If you have forgotten your username/password, click on Forgot Username/Password.
- 2. Click on the 3 dashes in the upper left-hand corner, click on "more," then click on Annual Student Information Update.



3. Choose *Click here to update an Existing CB Student Annual Information*.

Click here to update an Existing CB Students Annual Information.

4. Now you are ready to review/update any information. Please be sure to complete for each child listed.



After you confirm/edit information, use the **NEXT** button until you only have the option for Previous or Save/Continue. DO NOT click Save/Continue if you have a NEXT button available.

5. You must click on the Submit to complete your updates. Please note all tabs are green. Go back into any red tabs. You will receive a confirmation email once submitted.

Student(S) Primary Household	mergency Contacts (No	it a Parent) 🗸 Sibling(s) (N	iot a CB Student)	CB Student
→ Completed				
Once you have completed the registration process, and confirmed all information herein is accurate, please click the submit button below. Once the application has been submitted for staff verification and approval, you will not be able to modify this data.			B	
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If you are experiencing any problems or have any questions, please call or email Lori Rebstock 267-893-5714 or lrebstock@cbsd.org

