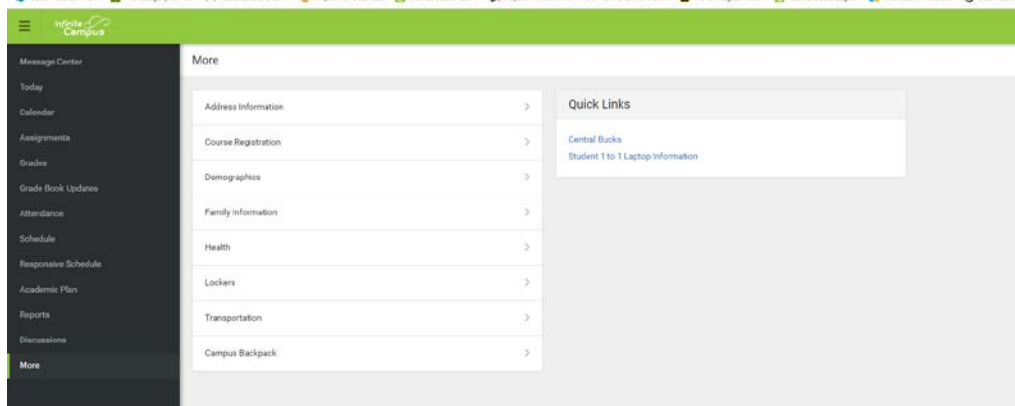


# Instructions for Parents on Updating Parent/Emergency Information on the Parent Portal

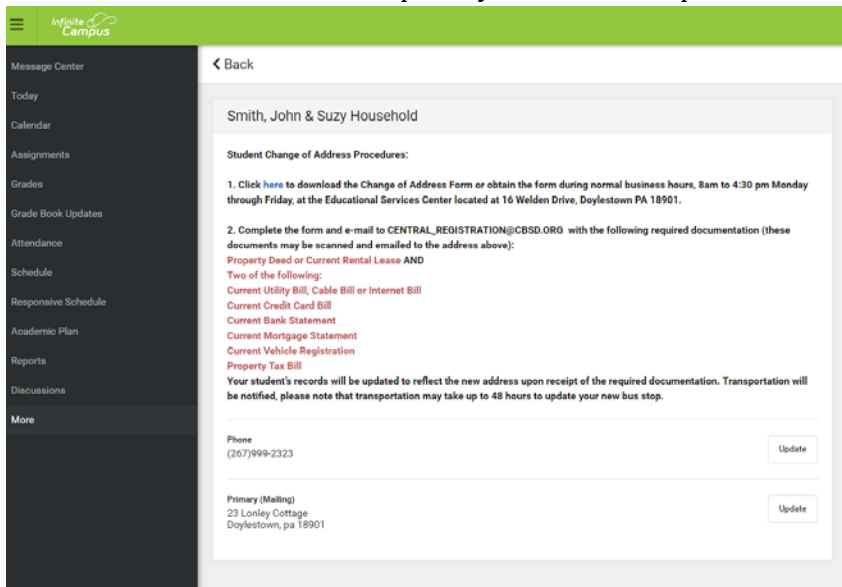
Login to the Parent Portal < Select More

( For help logging in, please refer to the [Parent Portal Information Page](#))



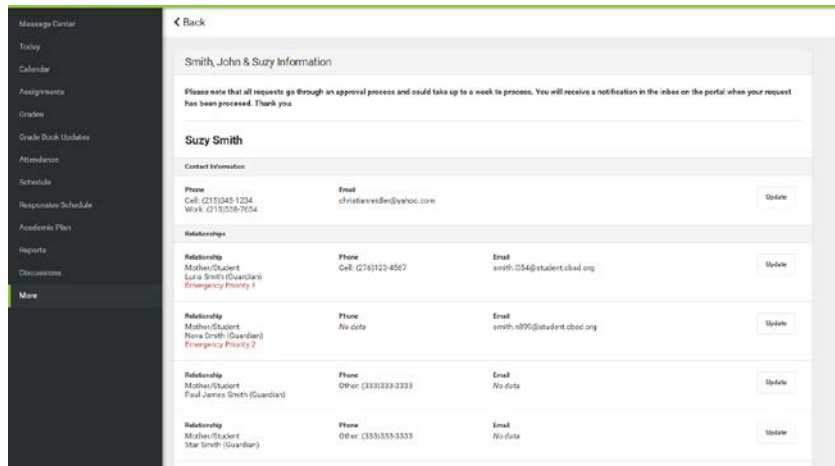
## Household Information

Select Address Information to update your household phone number or address



## Family Members

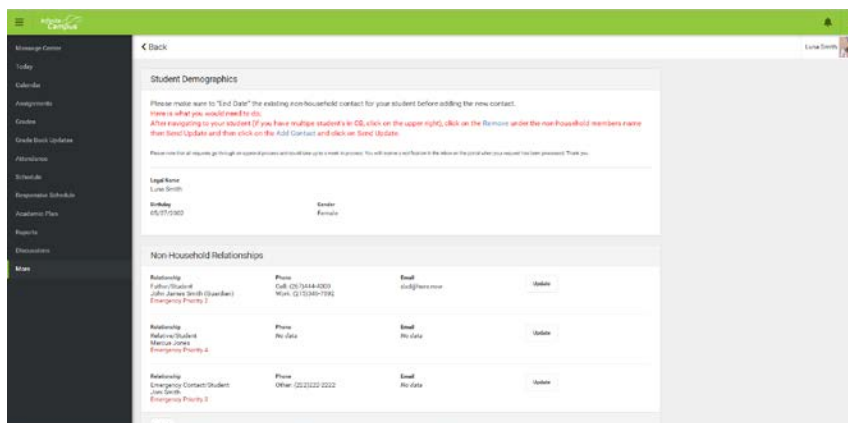
The following option will allow you to update all phone numbers, the email address, & contact order for members of your household only. To update this information for your family, select the option Family Members.



## Demographics

Select Demographics to update your child's personal information and emergency contacts (add/modify/remove). If you have more than one student in CB click by the students picture in the upper right, there will be a drop down to select other students.

*Please note the changes need to be made for each child attending the district for your family*



**\*\*\*\*All changes will go through a review process and will be either approved or denied. These changes could take several days to process. Your changes will not be visible on the portal until processed.**