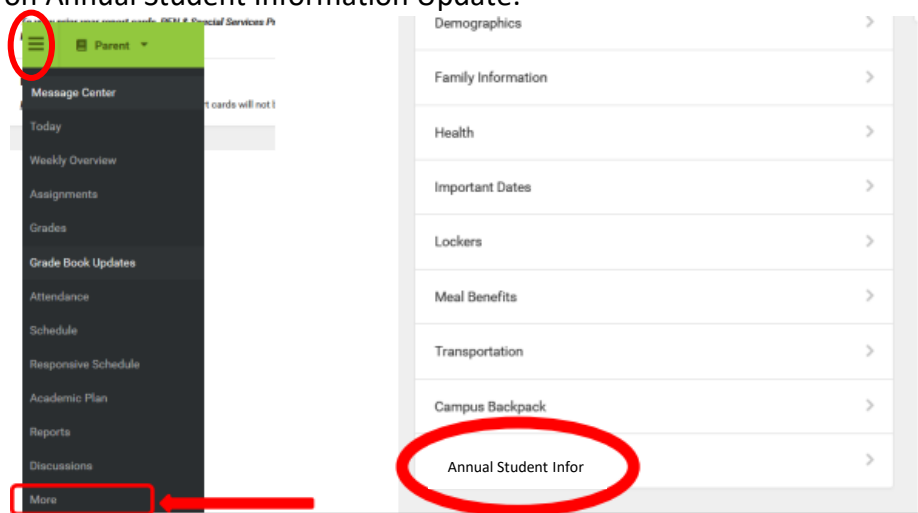


Annual Student Information Update Instructions



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.



If you are experiencing any problems or have any questions, please call or email Lori Rebstock 267-893-5714 or lrebstock@cbsd.org