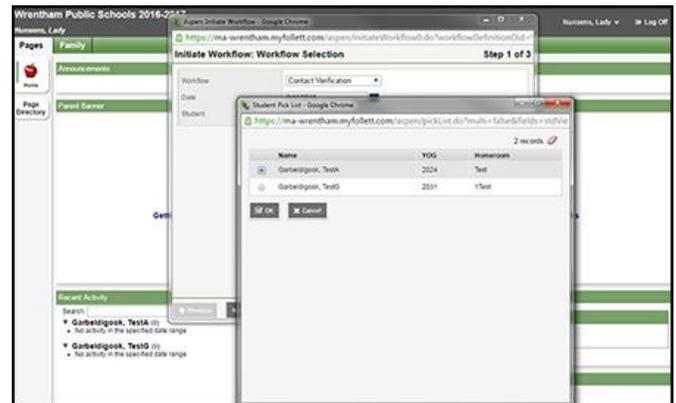


Using the Contact Verification Workflow

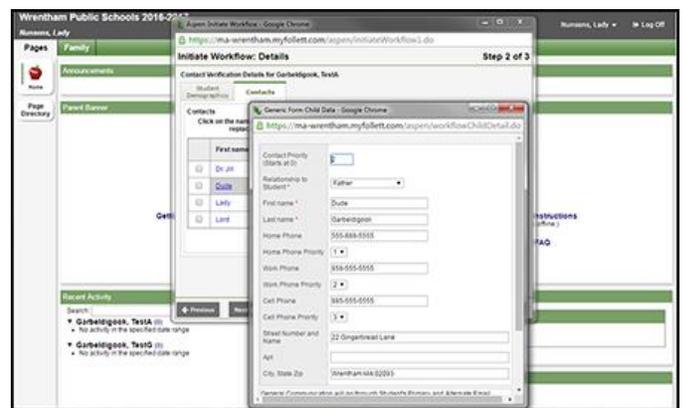
When the Family Portal is opened for the new school year, parents and guardians will log in using the same account information they had the previous school year. For new families, letters will be sent home either with the eldest student enrolled or in the mail, which contain the necessary account information.

1. Make sure popups are enabled in your browser.
2. Start by clicking on 'Initiate' in the Workflow widget to the lower right of the welcome screen.
3. Click on the magnifying glass, select the student you wish to run the workflow for and click 'OK.' You will need to repeat this workflow for each student individually.
4. Click 'Next.'



There are two tabs here, one for Student Demographics and one for Contacts. You may switch between the tabs by clicking on their titles. The red asterisk indicates the field is required and cannot be left blank.

5. Review your child's information and make changes where needed. Your student's emergency contacts are listed on the Contact tab. They are prioritized starting at '0.' Primary Care Physicians are added as a contact in our database, however their priority is set to '10.'
6. In the event that you edit, view or add a contact, a new window will pop up.
 - a. To add a contact, click on the 'Add' button below the list.
 - b. To delete a contact, select who to delete by checking the box to the left of their name and click on the 'Delete' button.
 - c. To edit/view a contact's details, click on their first name.
7. No phone number fields or phone priority fields have a red asterisk, but any contacts without a phone number will be deleted. Only one phone number needs to be provided, the rest may be left blank.
8. Once you have verified all the information is correct, click 'OK' and the popup will close. Repeat for each contact as necessary.
9. Make sure the last field at the bottom of the Student Demographics tab has been signed with your initials when you are satisfied with the information given. You will receive a red error popup if you don't. Click 'Next.'
10. You can click on 'Previous' to go back and review your information, or 'Finish' to submit. The popup window will close.



Your changes will be reviewed by staff before posting to your student's record. The timing will vary between one and two business days depending on the number of submissions.