

Editing Profile in MyBackpack

- Once you have logged into MyBackpack (if you need help with this, please see the “Logging on to MyBackpack” document) you will be directed to your homepage. From here, select “My Profile.”



Rolling Hills Preparatory School RENAISSANCE
School for Arts & Sciences

Home

Child Summary
No Image Available
Student Name

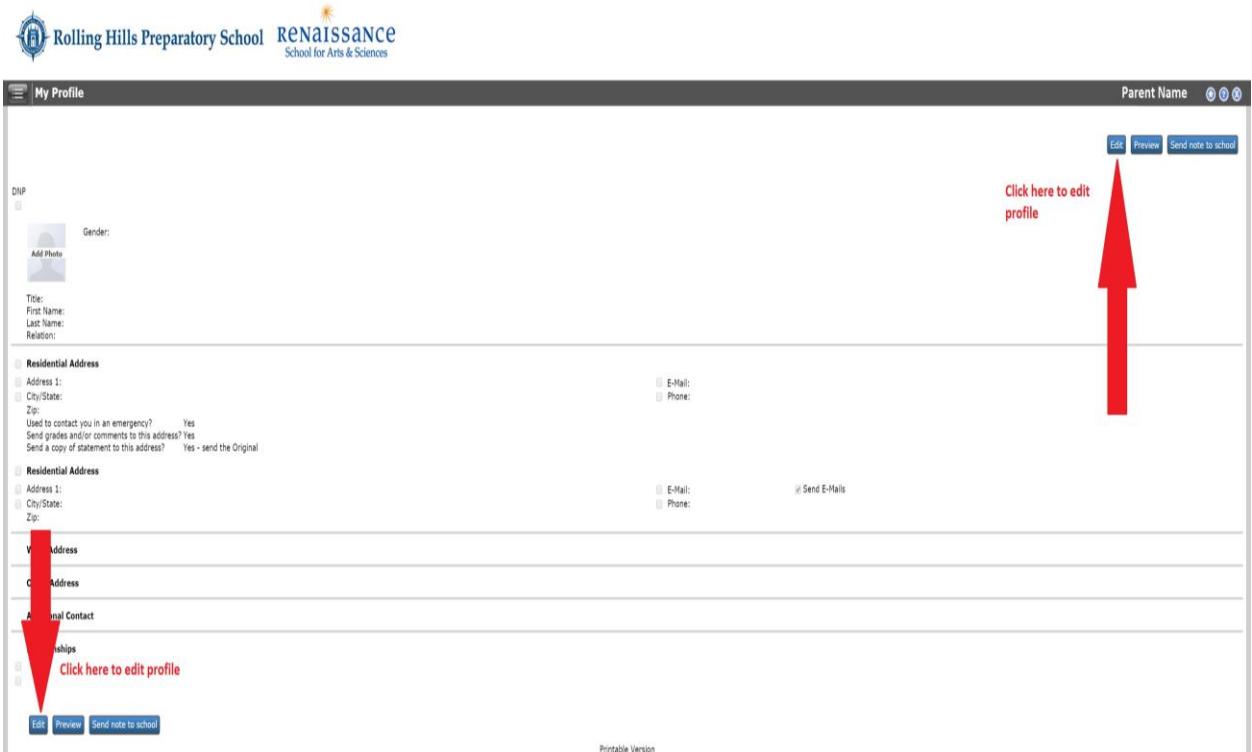
Academic Info
Student Schedule
Student Calendar
Student Attendance
Marking Period Grades and Comments
Grades and Comments History
Daily Assignments and Comments
Student Discipline

My Accounts
Account Summary
Statement Page
Online Payment

My Forms/Documents
Admissions Inquiry
Admissions Applications
Enrollment/Re-Enrollment

Settings
Parent Name
My Profile
Click here to get to your profile
Back to Admin User

- Click on either of the “Edit” buttons. There is one in the top right of the screen and another in the bottom left of the screen; either will do.



Rolling Hills Preparatory School RENAISSANCE
School for Arts & Sciences

My Profile

DNP
Gender:
Title:
First Name:
Last Name:
Relation:

Residential Address
Address 1:
City/State:
Zip:
Used to contact you in an emergency? Yes
Send grades and/or comments to this address? Yes
Send a copy of statement to this address? Yes - send the Original

Work Address
Address 1:
City/State:
Zip:
Used to contact you in an emergency? Yes
Send grades and/or comments to this address? Yes
Send a copy of statement to this address? Yes - send the Original

Other Address
Address 1:
City/State:
Zip:
Used to contact you in an emergency? Yes
Send grades and/or comments to this address? Yes
Send a copy of statement to this address? Yes - send the Original

Additional Contact
Relationships
Click here to edit profile

Buttons
Edit Preview Send note to school
Click here to edit profile
Printable Version

3. Make sure that the first set of information is correct. When adding contact information, please add it to the first residential address. If you have already added a second residential address and put contact information there, please copy and paste the information into the first residential address.

Residential Address

Address 1: [Text input]
Address 2: [Text input]
Address 3: [Text input]
City: [Text input] CA [Select]
Zip: [Text input]
Country: [Text input] (Leave blank for USA)

Used to contact you in an emergency? [Select] Yes [Select] No
Send grades and/or comments to this address? [Select] Yes [Select] No
Send a copy of statement to this address? [Select] Yes [Select] No

Contact Information

E-Mail: [Text input] Send E-Mails
Phone: [Text input]
Fax: [Text input]
TypeNumber: [Select]
TypeNumber: [Select]
TypeNumber: [Select]
TypeNumber: [Select]

Kevin's E-Mail: [Text input] Send E-Mails
Phone: [Text input]
Fax: [Text input]
TypeNumber: [Select]
TypeNumber: [Select]
TypeNumber: [Select]
TypeNumber: [Select]

4. If you have added a second "Residential Address" that is just a copy of the first one, you may delete it by hitting the "Delete" button next to the address. This will just delete the second address and will not affect your primary address information. This is an unnecessary step if you do not feel comfortable with deleting the information.

Residential Address

Address 1: [Text input]
Address 2: [Text input]
Address 3: [Text input]
City: [Text input] CA [Select]
Zip: [Text input]
Country: [Text input] (Leave blank for USA)

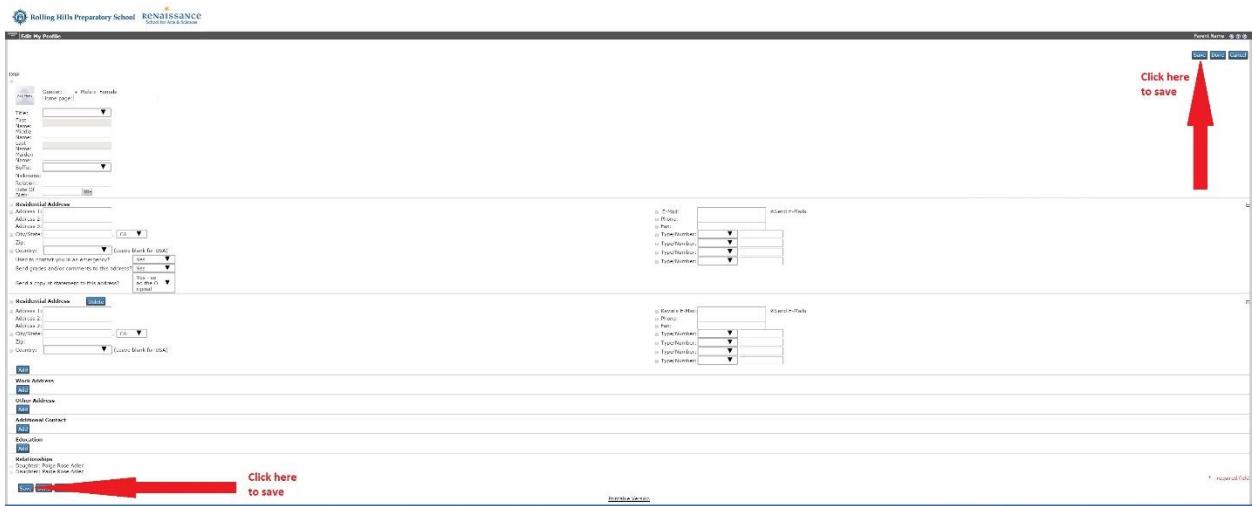
Used to contact you in an emergency? [Select] Yes [Select] No
Send grades and/or comments to this address? [Select] Yes [Select] No
Send a copy of statement to this address? [Select] Yes [Select] No

Contact Information

E-Mail: [Text input] Send E-Mails
Phone: [Text input]
Fax: [Text input]
TypeNumber: [Select]
TypeNumber: [Select]
TypeNumber: [Select]
TypeNumber: [Select]

Kevin's E-Mail: [Text input] Send E-Mails
Phone: [Text input]
Fax: [Text input]
TypeNumber: [Select]
TypeNumber: [Select]
TypeNumber: [Select]
TypeNumber: [Select]

5. Click “Save” at either the top right of the screen or the bottom left of the screen.



The screenshot shows the 'Edit My Profile' page. At the top right, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button. At the bottom left, there is a red box around the 'Save' button, and another red arrow points to it with the text 'Click here to save'.

6. If you have any questions or need help in any way, please contact Spencer Rogers (SRogers@RenaissanceSAS.org or (310) 753-9829).