SCCS 2016-2017 Directory

How to Update your Listing in the Online and Printed Mini Directory

This year, SCCS is making the school directory available online through Parent Portal. This feature will allow families to access contact information for Staff, Parents and Students online when they login to the SCCS Portal. You can choose which fields to publish and can review and update your demographic information yourself online.

To change which fields are listed in the **online** directory:

- Select Directory Listing under your user name

- Opt in or out of the fields you wish to show online.

To **opt out** of fields published in the **printed mini** directory:

NOTE: In the printed mini directory, we will use the same fields as last year: one email and cell phone for each contact, the home address and home phone. For students with a parent in a separate residence, that address and phone will follow that parent's name, email and cell.

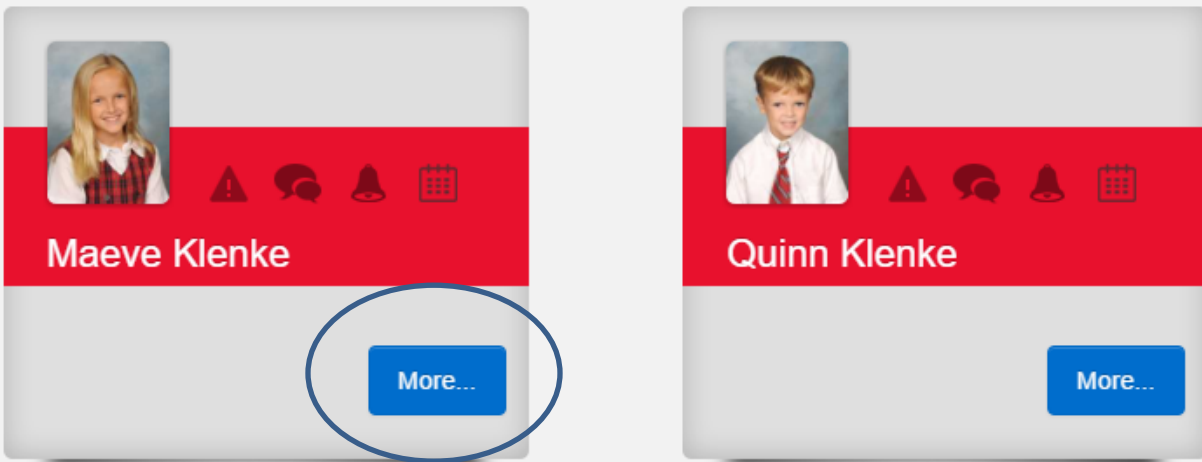If you prefer to exclude any of these fields from the **printed mini directory**:

- please submit an Opt Out form, which is in this email, by **Monday, August 15**.

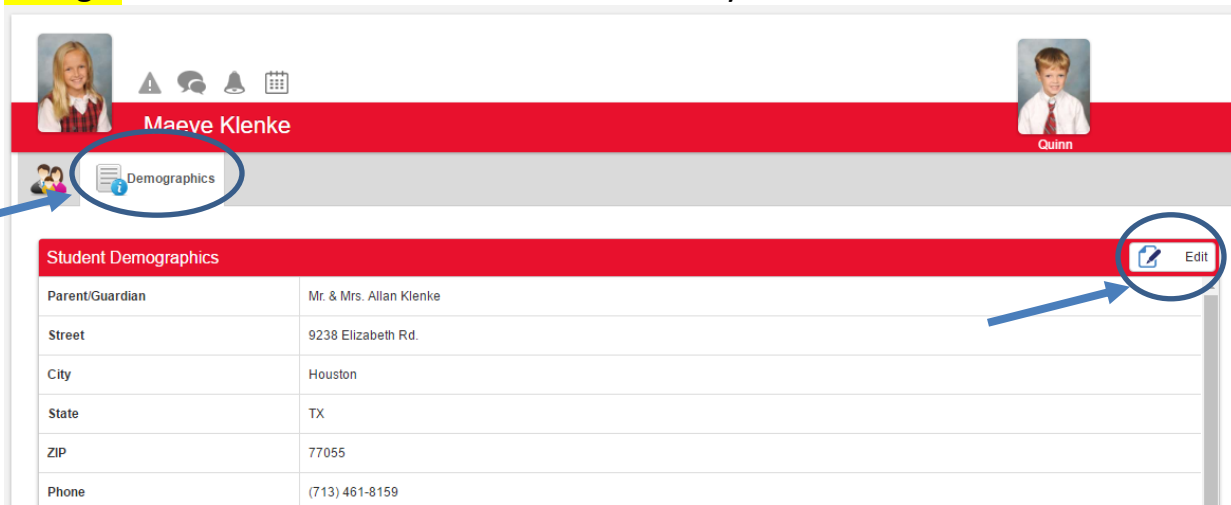To **update** the data in the online directory AND the printed mini directory:

- Go to your Portal Home Page

Welcome Connie Klenke   Home   Calendar   School Announcements   Directory   Forms

- Click the More… button for your Oldest/Only. Corrections made to the O/O student's profile will be automatically updated throughout the household.

Maeve Klenke   More…

Quinn Klenke   More…

- Select Demographics and then click Edit. You can review many of the fields in your profile and can directly edit most of them. To update a ==field that is "view only," like your email address, please email Tee Sicola, tsicola@saintcecilia.org, to make the change.== The editable fields can be made directly online.

Maeve Klenke   Quinn

Demographics

Student Demographics   Edit

Parent/Guardian	Mr. & Mrs. Allan Klenke
Street	9238 Elizabeth Rd.
City	Houston
State	TX
ZIP	77055
Phone	(713) 461-8159

- Save your changes! If you see an ERROR: FAILED message, ignore it. The software system has a glitch, and you will see that your changes were actually saved.

Demographics

Student Demographics   Save   Cancel

Parent/Guardian	Mr. & Mrs. Allan Klenke

- Admin will then review your changes and post them directly to the database. ==NOTE: it may take a few days for the changes you submit to be posted and live in the portal.==