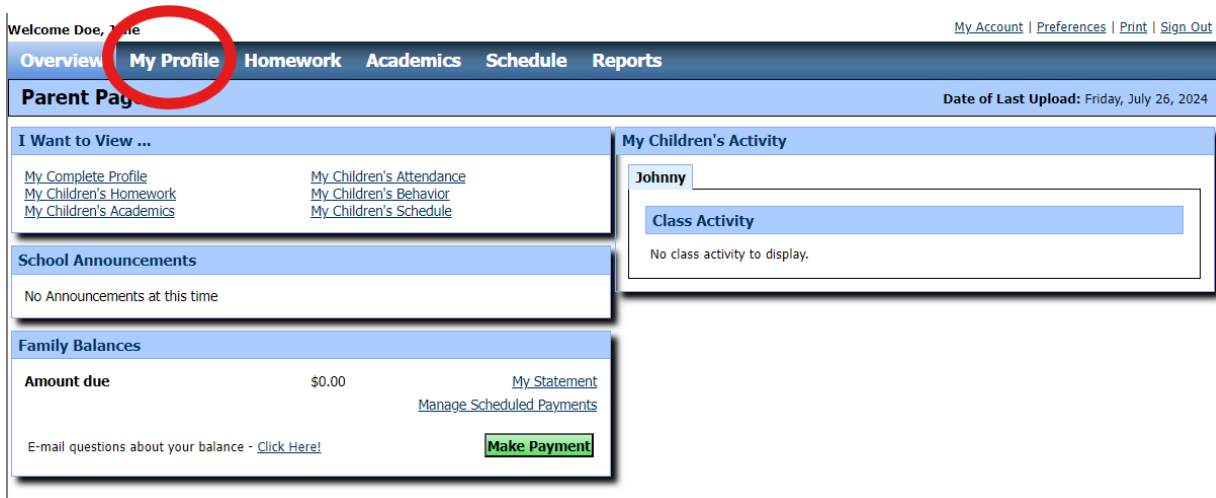


Instructions for updating family information including contact information, approved pick-up information and medical information.

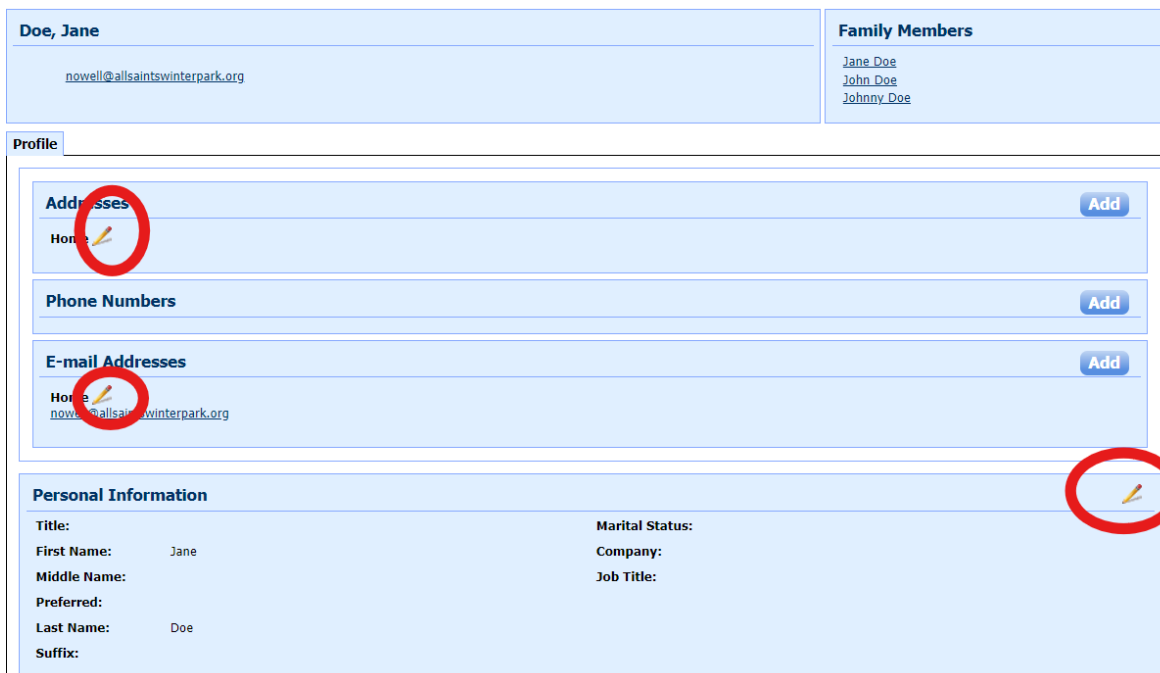
1. [Login](#) to your headmaster online account.

2. Click on My Profile on the top of the menu



The screenshot shows a web interface for a parent dashboard. At the top, there is a navigation bar with the following items: Overview, My Profile (circled in red), Homework, Academics, Schedule, and Reports. Below the navigation bar, the page is titled "Parent Page" and includes a "Date of Last Upload: Friday, July 26, 2024". The main content area is divided into several sections: "I Want to View ..." with links for "My Complete Profile", "My Children's Attendance", "My Children's Homework", "My Children's Behavior", and "My Children's Academics", "My Children's Schedule"; "School Announcements" with the text "No Announcements at this time"; "Family Balances" showing an amount due of \$0.00, with links for "My Statement", "Manage Scheduled Payments", and a "Make Payment" button; and "My Children's Activity" for a child named "Johnny", showing "No class activity to display."

3. Anywhere on the page that you see the pencil icon is a place where you can edit the information



The screenshot shows the "My Profile" page for Jane Doe. It includes a "Family Members" section listing Jane\_Doe, John\_Doe, and Johnny\_Doe. Below this, there are sections for "Addresses", "Phone Numbers", and "E-mail Addresses", each with an "Add" button and a pencil icon (circled in red) for editing. The "Addresses" section shows a home address with a pencil icon. The "E-mail Addresses" section shows the email address nowell@allsaintswinterpark.org with a pencil icon. At the bottom, the "Personal Information" section contains fields for Title, First Name (Jane), Middle Name, Preferred Last Name (Doe), Suffix, Marital Status, Company, and Job Title. A pencil icon (circled in red) is located in the top right corner of the "Personal Information" section, indicating that this information can be edited.

4. You can click on each family member and update their information individually

**Doe, Jane** **Family Members**

[nowell@allsaintswinterpark.org](mailto:nowell@allsaintswinterpark.org)

**Profile**

**Addresses** Add

Home

**Phone Numbers** Add

**E-mail Addresses** Add

Home

[nowell@allsaintswinterpark.org](mailto:nowell@allsaintswinterpark.org)

**Personal Information**

<b>Title:</b>		<b>Marital Status:</b>	
<b>First Name:</b>	Jane	<b>Company:</b>	
<b>Middle Name:</b>		<b>Job Title:</b>	
<b>Preferred:</b>			
<b>Last Name:</b>	Doe		
<b>Suffix:</b>			

5. Note that when you click on the child's name you will get 2 options of windows to change information

**Doe, Johnny** **Family Members**

[nowell@allsaintswinterpark.org](mailto:nowell@allsaintswinterpark.org)

**Profile** **Contact Information**

**Addresses** Add

Home

**Phone Numbers** Add

**E-mail Addresses** Add

School

[nowell@allsaintswinterpark.org](mailto:nowell@allsaintswinterpark.org)

**Personal Information**

<b>Title:</b>			
<b>First Name:</b>	Johnny		
<b>Middle Name:</b>			
<b>Preferred:</b>			
<b>Last Name:</b>	Doe		
<b>Suffix:</b>			

6. You can stay on the profile window to change personal information. Then click on contact information. There you can make changes to the pick up list and medical information.

<b>Doe, Johnny</b> <a href="mailto:nowell@allsaintswinterpark.org">nowell@allsaintswinterpark.org</a>	<b>Family Members</b> <a href="#">Jane Doe</a> <a href="#">John Doe</a> <a href="#">Johnnyv_Doe</a>
----------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

**Profile** | **Contact Information**

<b>Emergency Information</b> <span style="float:right">Add</span>	
<b>John Doe</b> Relation: Father Home Phone: Business Phone: Mobile Phone:	<b>Jane Doe</b> Relation: Mother Home Phone: Business Phone: Mobile Phone:
<b>Pickup Information</b> <span style="float:right">Add</span>	
<b>John Doe</b> Phone: Tag: License:	<b>Jane Doe</b> Phone: Tag: License:
<b>Medical Contacts</b> <span style="float:right">edit icon</span>	
<b>Physician:</b>	<b>Phone Number:</b>
<b>Dentist:</b>	<b>Phone Number:</b>
<b>Hospital:</b>	<b>Phone Number:</b>
<b>Insurance:</b>	<b>Phone Number:</b>
<b>Policy:</b>	

7. After making changes, this notice will stay at the top of the table until information has been approved by our office.

Welcome Doe, Jane My Account | Preferences | Print | Sign Out

**Overview** | **My Profile** | Homework | Academics | Schedule | Reports

**View Individual** Date of Last Upload: Friday, July 26, 2024

<b>Doe, Johnny</b> <a href="mailto:nowell@allsaintswinterpark.org">nowell@allsaintswinterpark.org</a>	<b>Family Members</b> <a href="#">Jane Doe</a> <a href="#">John Doe</a> <a href="#">Johnnyv_Doe</a>
----------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

**Profile** | **Contact Information**

**This person currently has a change request pending.**

<b>Addresses</b> <span style="float:right">Add</span>	
<b>Home</b>	
<b>Phone Numbers</b> <span style="float:right">Add</span>	
<b>E-mail Addresses</b> <span style="float:right">Add</span>	
<b>School</b> <a href="mailto:nowell@allsaintswinterpark.org">nowell@allsaintswinterpark.org</a>	
<b>Personal Information</b> <span style="float:right">edit icon</span>	
<b>Title:</b>	
<b>First Name:</b>	Johnny
<b>Middle Name:</b>	
<b>Preferred:</b>	
<b>Last Name:</b>	Doe
<b>Suffix:</b>	