

CONTACTS UPDATE MODULE

-FAMILY GUIDE-

Purpose: *FAMILIES* – The GWAEA Contacts Update is a tool that allows families to log in to the Public Portal of PowerSchool and update contact information for adult contacts, such as parents, guardians, and emergency contacts. This document is designed to assist with understanding how to review and update contacts associated with students through the GWAEA Contacts Update Module from the Public Portal of PowerSchool. **This module is part of the e-registration process, if you have updated contacts as part of e-registration you do not need to use the Contacts Update module.**

STEP 1 - UPDATE CONTACT INFORMATION

All contacts for all students will display from the Contacts Update module. Adjustments can be made to associated students in the “Relationships” section of the screen for each contact as needed. **The Contacts Update process only needs to be completed once for all students. This module is part of the e-registration process, if you have updated contacts as part of e-registration you do not need to use the Contacts Update module.**

It will be important to ensure that you know your login information for PowerSchool prior to beginning this process.

To update adult contact information for your student(s):

1. Go to <https://classroom.powerschool.com>
2. Enter your username and password
3. Click Sign in
4. Click Quick Links... Main Portal Page on the left
5. Click Update Contacts in the left navigation column
6. Click the first contact tab listed
7. Carefully review all data for the contact
 - a. Enter any changes in the “Your Update” portions of the screen
 - b. Click the “x” to remove what is on file for a contact
8. To remove a contact for a student, click the “x” to the right of the “On file” information in the Relationships Section
9. Click Save Changes at the top of bottom of the screen after reviewing each contact
10. When all contact names display in green, all contacts have been reviewed

11. To add a new contact click Add New

STEP 2 - UPDATE CONTACTS PRIORITY ORDER

After contacts have been entered and updated for all your students, it will be important to review the priority order for the contacts. The priority order determines who is contacted first in the event of an emergency. **The Sort Contacts process will need to be completed for each student.**

To update the contact priority order for your student(s):

1. Click Sort Contacts
2. Click on the arrows to the left of a contact to move the contact up or down on the priority list*
3. Click Save
4. Click the next student name in the dark blue bar at the top of the screen
5. Click Sort Contacts
6. Click on the arrows to the left of a contact to move the contact up or down on the priority list*
7. Click Save
8. Repeat these steps until all student contacts have been prioritized

**If a contact is not listed for a student, please return to Update Contacts to add an additional student in the "Relationship" portion of the screen of an existing contact or to click the "Add New" tab to create a new contact.*