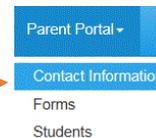


**PLAINVILLE PUBLIC SCHOOLS PARENT/COMMUNITY PORTAL
INSTRUCTIONS - HOW TO UPDATE YOUR CONTACT INFORMATION**

To review and update your Contact Information, log in using the username and password provided to you by the School District. Next, go to the Parent Portal tab, select Contact Information. On the “Update My Information” screen, please review and update the following fields:

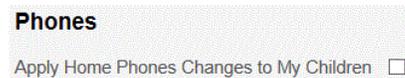


(Important: If no changes need to be made to your contact information, you will still have to click Save!)

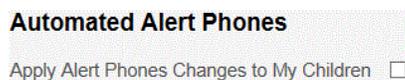
- Identification (First Name, Last Name, Occupation and Place Of Employment)

- Language (First Language)

- Phones (Note: If you have more than one child, you may check the box next to Apply Home Phone Changes to My Children.)



- Automatic Alert Phones (Note: If you have more than one child, you may check the box next to Apply Automatic Alert Changes to My Children.)

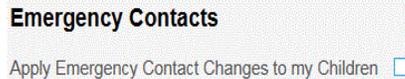


- Emails

- Address (Note: If you have more than one child, you may check the box next to Apply Address Changes to My Children.)



- Emergency Contacts (Note: If you have more than one child, you may check the box next to Apply Emergency Contact Changes to My Children.)



When you have finished, click Save.

Important: If no changes need to be made to your contact information, you will still have to click Save!