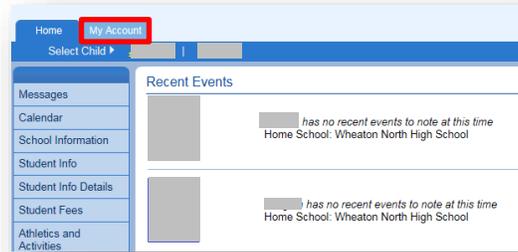


# Updating Contact Information in ParentVUE

## My Account Tab



The **My Account** tab on your ParentVUE home screen allows you to manage your contact information.

Account Information

Instructions: Modify your account information below and press Update Account to apply the changes. To change your password click here [Change Password](#)

Update Account Cancel

**Account Detail and Options**

Personal Information: NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.

Name	User ID	Home Address	Mail Address	Phone Numbers
		Wheaton, IL 60187	Wheaton, IL 60187	Home: 630- Cell: 630- * Indicates primary contact phone

Adult ID

Go Paperless!!  I only want to receive my child's report card on-line, do not send me a printed report card

Primary Email: @.com

Email #1: @.com

Email #2:

Email #3:

Email #4:

Email #5:

**Phone Numbers** Add

Delete	Primary	Type	Phone	Extension	Contact	Not Listed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Home	630-		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Cell	630-		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Home			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Cell			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Work 2			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mobile			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Pager			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Fax			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Office			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2nd Outreach			<input type="checkbox"/>	<input type="checkbox"/>

Update Account Cancel

On the **My Account** tab you can change your email, phone numbers, and password. However, information such as Name, User ID, and Home/Mailing Address **cannot** be edited in your ParentVUE account and must be changed by the school.

## Changing your...

**Password:** Click the **Change Password** link in the yellow box. You will be prompted to enter your old password, new password, and to confirm your new password, then click change password.

**Primary Email:** you can add any additional email address to your account, but the Email #1 will automatically set at your Primary email. When you have finished editing, click **Update Account**.

**Phone Number:** You can change these at any time by clicking in the field and entering the new data. To delete a number, click the little box on the left of that number. To add a number, click the **Add** button and a new line will appear. You may also change the type by drop-down menu. Select a **PRIMARY NUMBER** by clicking the corresponding box in order to assign a **PRIMARY PARENT PHONE NUMBER**. Further, you can select if the number may be contacted or if it is an unlisted number. To save all changes click **Update Account**.

**PLEASE NOTE:** When you make updates to your account it may take up to 24 hours to be reflected in your ParentVUE account.

# Student Info Screen

On the **Student Info** screen, you can change the **PRIMARY PHONE NUMBER** for each child as well as add additional numbers. The **PRIMARY NUMBER** for the student may match the one listed in your My Account tab, but it is not required. To edit the phone numbers, click the **Edit Information** button to expand **Student Phone Numbers** field (below).

Record	Description	Current Value	Changed Value
1	Type	Cell	Cell
	Phone	630-...	630-...
	Not Listed	<input type="checkbox"/>	<input type="checkbox"/>
	Primary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Type	Cell	Cell
	Phone	630-...	630-...
	Not Listed	<input type="checkbox"/>	<input type="checkbox"/>
	Primary	<input type="checkbox"/>	<input type="checkbox"/>

After entering the number, you may then denote the type as well as indicate it as a **PRIMARY NUMBER** under the **Changed Value** column. For numbers added that are not primary or unlisted you do not have to select a check box.

Once you are finished with your changes please click **Save Changes**. You will see the updated information changed under the **Current Value** column. After all of your changes have saved, to exit the expanded Student Info screen you may click **Cancel Changes** or click another menu item.