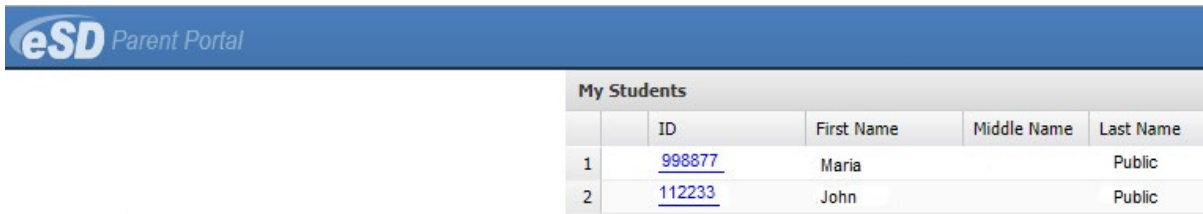


Greensburg Salem School District Updating Emergency Contact Information in the Parent Portal

Parents with Middle School or High School students should go to the Greensburg Salem School District home page and click on the Grades icon. Login to the Parent online grading system.



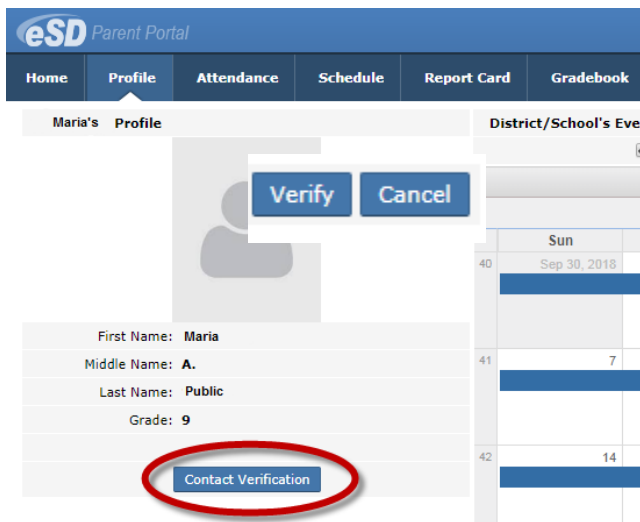
| My Students | | | | |
|-------------|------------------------|------------|-------------|-----------|
| | ID | First Name | Middle Name | Last Name |
| 1 | 998877 | Maria | | Public |
| 2 | 112233 | John | | Public |

On the home page, you will find a listing of your student(s). Select the hyperlinked Student ID number next to your child to enter the student profile page.

It is our intention to transition toward eliminating the emergency contact forms sent home to parents each school year. To help us prepare for this future endeavor, we ask that you click on the **Contact Verification** button under your child's picture and make any necessary additions or updates to the phone or cell number that you would like to be your Household Number, Guardian Information, Emergency Contact Information, Physician Information, and Employer Information. Please note, this information can be updated by you at any time if you have a change. Also, because this information could be different for each child, you will need to enter this information for each of your secondary children.

When completed updating or adding **Contact Verification** information, click the **Verify** button to save your changes.

**** Note**** Parents must have an email address listed within Contact Verification in order to be able to access SchoolMessenger to customize and add phone numbers for calls, texts and emails through the SchoolMessenger automated messaging system. By default, the parent/guardian listed as Contact 1 will receive automated messages without the need to do anything.



The screenshot shows the 'Profile' page for a student named Maria. At the top, there are navigation tabs: Home, Profile (selected), Attendance, Schedule, Report Card, and Gradebook. Below the tabs, there is a section for 'Maria's Profile' with a placeholder for a photo and two buttons: 'Verify' and 'Cancel'. The 'Verify' button is circled in red. Below the photo area, the following information is displayed: First Name: Maria, Middle Name: A., Last Name: Public, and Grade: 9. At the bottom of this section, there is a 'Contact Verification' button, also circled in red. To the right, there is a 'District/School's Ever' section with a calendar view showing dates like Sep 30, 2018, and numbers 7 and 14.

After updating your child's **Contact Verification** information, you can navigate the site using the tabs at the top of the Parent Portal. Through the parent portal, you can access Attendance, Schedule, the most recent Report Card, and current teacher Gradebook information. Please note, attendance excuses may need to be entered to accurately reflect the attendance that appears on the parent portal.

