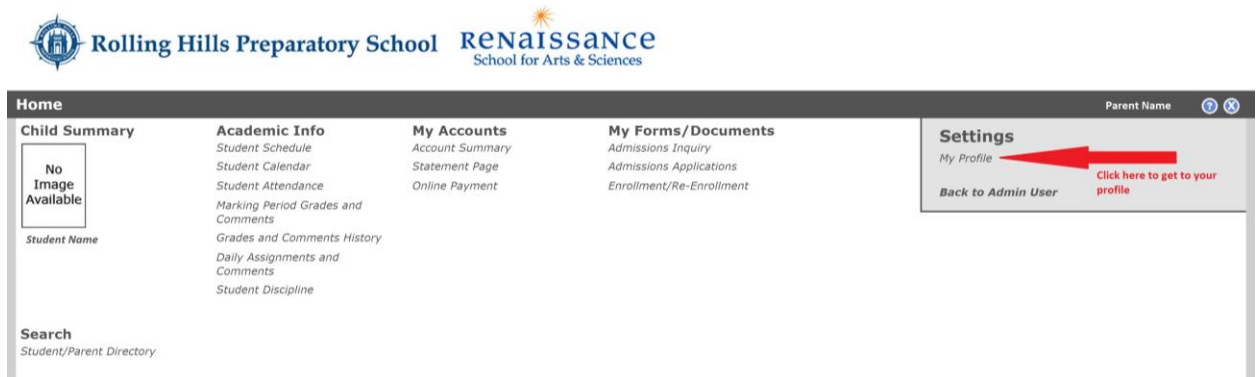
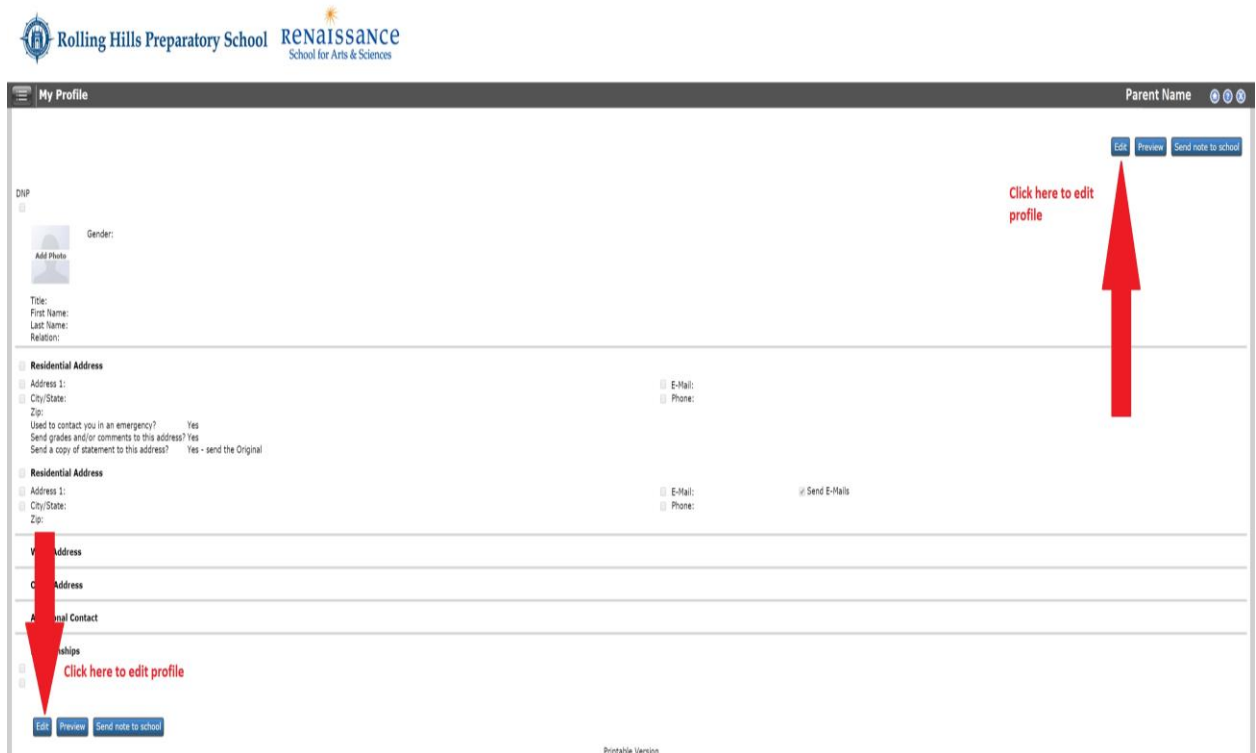


Editing Profile in MyBackpack

1. Once you have logged into MyBackpack (if you need help with this, please see the “Logging on to MyBackpack” document) you will be directed to your homepage. From here, select “My Profile.”



2. Click on either of the “Edit” buttons. There is one in the top right of the screen and another in the bottom left of the screen; either will do.



- Make sure that the first set of information is correct. When adding contact information, please add it to the first residential address. If you have already added a second residential address and put contact information there, please copy and paste the information into the first residential address.

Rolling Hills Preparatory School RENAISSANCE
School for Arts & Sciences

Edit My Profile Parent Name

Back to Address User

DNP

Gender: Male, Female
Home page:

Title:

First Name:
Middle Name:
Last Name:
Suffix:

Residential Address

Address 1:
Address 2:
Address 3:
City/State: CA
Zip:
Country: (Leave blank for USA)

Used to contact you in an emergency? Yes No
Send grades and/or comments to this address? Yes No
Send a copy of statement to this address? Yes No (Set in the O report)

E-Mail: *Send E-Mail
Phone:
Fax:
Type/Number:
Type/Number:
Type/Number:

Residential Address

Address 1:
Address 2:
Address 3:
City/State: CA
Zip:
Country: (Leave blank for USA)

Kevin's E-Mail: *Send E-Mail
Phone:
Fax:
Type/Number:
Type/Number:
Type/Number:

Work Address

Other Address

Additional Contact

Education

Relationships
Daughter: Paige Rose Adler
Daughter: Paige Rose Adler
Back to Address User

- If you have added a second “Residential Address” that is just a copy of the first one, you may delete it by hitting the “Delete” button next to the address. This will just delete the second address and will not affect your primary address information. This is an unnecessary step if you do not feel comfortable with deleting the information.

Rolling Hills Preparatory School RENAISSANCE
School for Arts & Sciences

Edit My Profile Parent Name

Back to Address User

DNP

Gender: Male, Female
Home page:

Title:

First Name:
Middle Name:
Last Name:
Suffix:

Residential Address

Address 1:
Address 2:
Address 3:
City/State: CA
Zip:
Country: (Leave blank for USA)

Used to contact you in an emergency? Yes No
Send grades and/or comments to this address? Yes No
Send a copy of statement to this address? Yes No (Set in the O report)

E-Mail: *Send E-Mail
Phone:
Fax:
Type/Number:
Type/Number:
Type/Number:

Residential Address

Address 1:
Address 2:
Address 3:
City/State: CA
Zip:
Country: (Leave blank for USA)

Kevin's E-Mail: *Send E-Mail
Phone:
Fax:
Type/Number:
Type/Number:
Type/Number:

Work Address

Other Address

Additional Contact

Education

Relationships
Daughter: Paige Rose Adler
Daughter: Paige Rose Adler
Back to Address User

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5. Click "Save" at either the top right of the screen or the bottom left of the screen.

The screenshot shows a web form titled "Add My Family" from the Renaissance website. The form is divided into several sections for adding family members. The top section includes fields for "First Name", "Last Name", "Address 1", "Address 2", "City", "State", "Zip", and "Country". There are also checkboxes for "Send a copy of membership to this address?" and "Send a copy of membership to this address?". To the right of these fields are dropdown menus for "School", "Grade", "Section", and "Team". A red arrow points to a "Save" button in the top right corner of the form area, with the text "Click here to save" next to it. Below the form, there are sections for "Home Address", "Work Address", "Additional Contact", and "Education". At the bottom left, another red arrow points to a "Save" button, also with the text "Click here to save" next to it.

6. If you have any questions or need help in any way, please contact support@rollinghillsprep.org