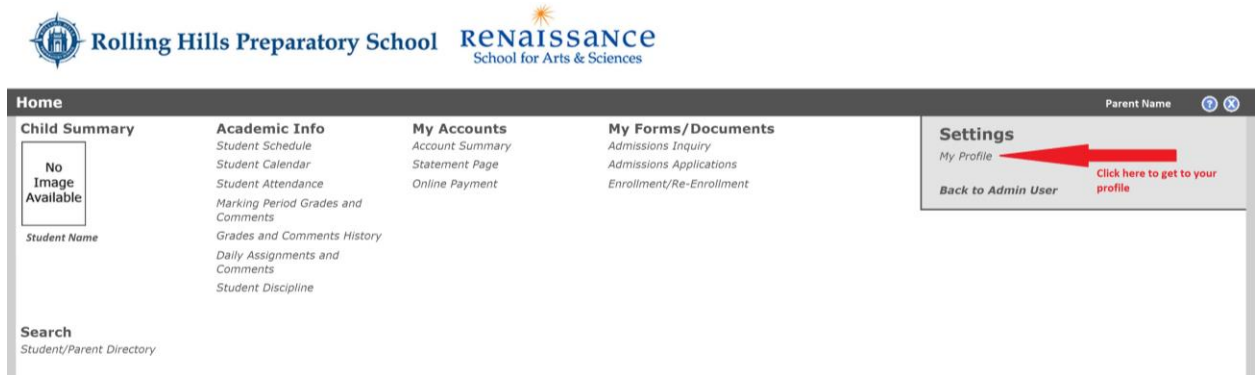
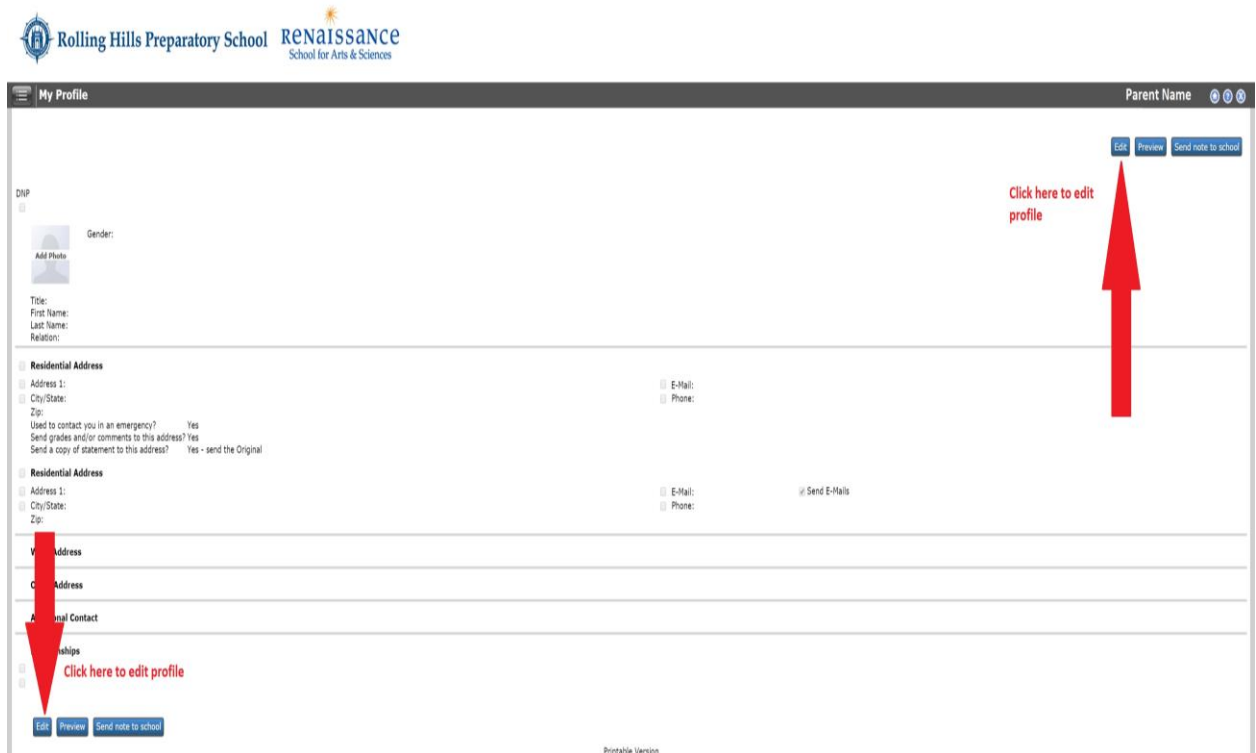


# Editing Profile in MyBackpack

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

**DNP**

Gender:  Male  Female  
Home page: \_\_\_\_\_

Title:   
First Name:   
Middle Name:   
Last Name:   
Suffix:   
Nickname:   
Maiden Name:   
Date Of Birth:

**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-Mails  
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-Mails  
Phone:   
Fax:   
Type/Number:   
Type/Number:   
Type/Number:

**Work Address**

**Other Address**

**Additional Contact**

**Education**

**Relationships**

Daughter: Page Rose Adler  
Daughter: Page Rose Adler  
Back to Admin 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

**DNP**

Gender:  Male  Female  
Home page: \_\_\_\_\_

Title:   
First Name:   
Middle Name:   
Last Name:   
Suffix:   
Nickname:   
Maiden Name:   
Date Of Birth:

**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-Mails  
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-Mails  
Phone:   
Fax:   
Type/Number:   
Type/Number:   
Type/Number:

**Work Address**

**Other Address**

**Additional Contact**

**Education**

**Relationships**

Daughter: Page Rose Adler  
Daughter: Page Rose Adler  
Back to Admin 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 user profile page for Renaissance SAS. The page is titled "Edit My Profile" and includes a navigation menu with "Home" and "Logout" buttons. The main content area is divided into several sections: "Personal Information", "Mailing Address", "Billing Address", "Phone Address", "Address Book", "Education", and "Additional Information". Each section contains various input fields and dropdown menus. At the top right of the page, there is a "Save" button highlighted by a red arrow and the text "Click here to save". At the bottom left of the page, there is another "Save" button highlighted by a red arrow and the text "Click here to save".

6. If you have any questions or need help in any way, please contact Spencer Rogers ([SRogers@RenaissanceSAS.org](mailto:SRogers@RenaissanceSAS.org) or (310) 753-9829).