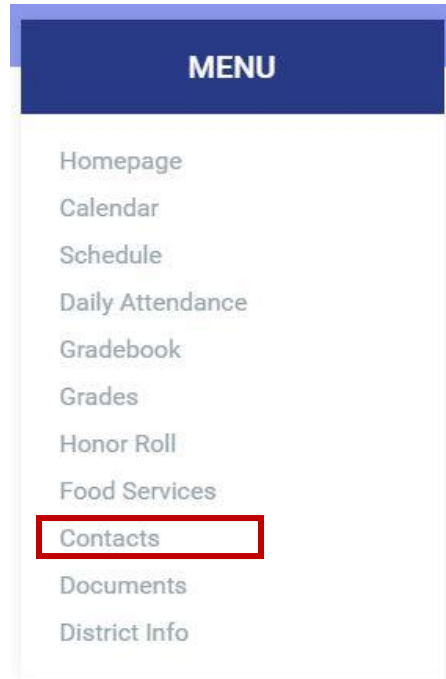


## Tech-Tip: Updating Contact information on Realtime Portal

Log into the Realtime Parent Portal (URL and login information provided by schools)

In the Menu select Contacts



Click Update Information

CONTACTS		2016-2017
		Relationship: Parents
Address:		
		Notification Status
		Call Text
Main Phone:	Yes	No
Mother Work :	No	No
Father Cell :	Yes	No
		Email
E-Mail1:	Yes	
E-Mail2:	No	
<input type="button" value="Update Information"/>		

**To add your number to the auto-dialer for emergency closing please to the following:**

- 1) Add/update/confirm the phone numbers in the boxes located on the right of the screen.
- 2) To Flag the phone number to receive a call check off the box on the far left
- 3) To flag the number to receive a text message check off the box on the right, next to the Call box.

**To add your email address to mailing list please do the following:**

- 4) Add/update/confirm your email address in the boxes located on the right of the screen
- 5) Check the box to the right of your email address, located in the Email column

**Press Submit to send the changes.**

The form contains the following sections:

- Phone Information:**
  - Main Phone: [input] [input]
  - Main Phone Unlisted?:
  - Additional Phone Numbers:
    - Row 1:   --Please Select-- [input] [input] ext. [input]
    - Row 2:   Mother Work [input] [input] ext. [input]
    - Row 3:   Father Cell [input] [input] ext. [input]
    - Row 4:   --Please Select-- [input] [input] ext. [input]
    - Row 5:   Unlisted?:
- Email Information:**

Email	Type	Email Address
<input checked="" type="checkbox"/>	Moms Email	[input]
<input type="checkbox"/>	Dads Email	[input]
<input type="checkbox"/>	--Please Select--	[input]
<input type="checkbox"/>	--Please Select--	[input]

**Submit**