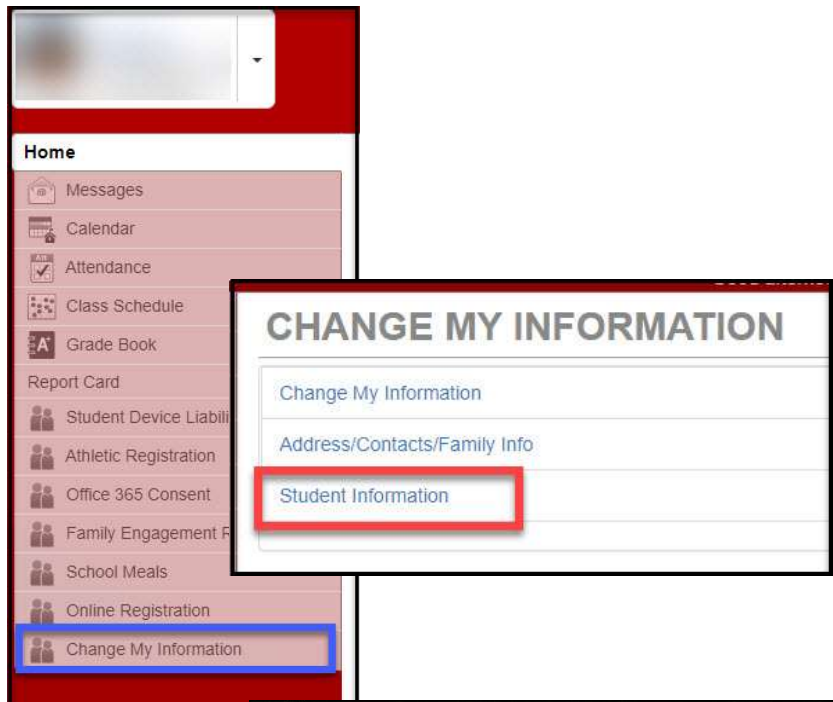


Adding and Editing Student Contacts in ParentVUE/Student Information

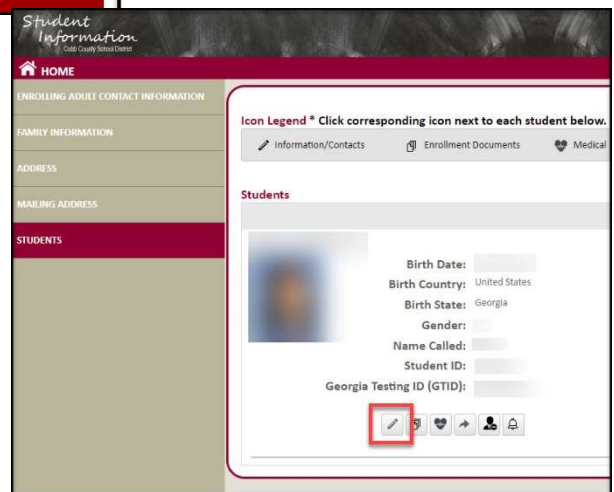
1. Log into ParentVUE.

2. Click on Change My Info.

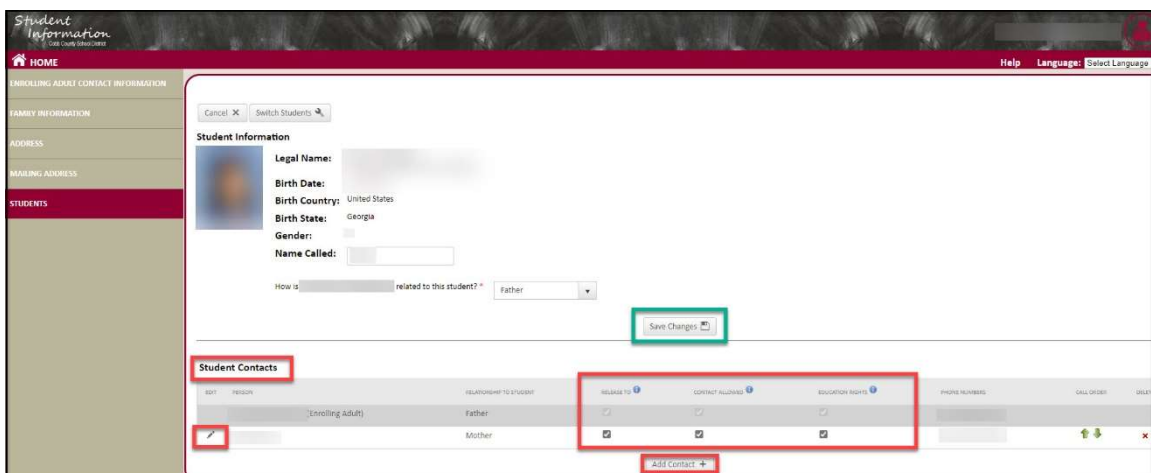
3. Click on Student Information.



4. Click on the Students tab. For each Student, click on the edit pencil to make changes to Student Contacts.



5. Check the box for Education Rights to allow the Student Contact to receive information from CTLS and teachers regarding your student's education. Click on the edit pencil next to the Contact's name to edit information (see next page). Click Add Contact to add other Contacts for the student. Save any changes.



6. The Student Contact must have an email address and cell phone number on file to receive communication. Click on the edit pencil next to the Contact's name to add/edit Contact Name, Phone Numbers, and Email Addresses.

The screenshot displays the 'Student Information' web application. On the left is a navigation menu with links: HOME, ENROLLING ADULT CONTACT INFORMATION, FAMILY INFORMATION, ADDRESS, MAILING ADDRESS, and STUDENTS (which is highlighted in red). The main content area is titled 'Student Information' and includes a 'Cancel' button and a 'Switch Students' button. Below this is a form for student details: Legal Name, Birth Date, Birth Country (United States), Birth State (Georgia), Gender, Name Called, and a dropdown for 'How is [blank] related to this student?' (currently showing 'Father').

Below the student information is the 'Edit Contact' section, which instructs the user to 'Use the form below to add or edit a contact for a student.' It features three tabs: 'Contact Name', 'Phone Numbers', and 'Email Addresses' (the last two are highlighted with red boxes). Under the 'Email Addresses' tab, there is a '+ Add new record' button (also highlighted with a red box) and a table with columns for 'EMAIL TYPE' and 'Home'. A red box highlights a pencil icon in the bottom left corner of the 'Edit Contact' section, indicating the edit function.