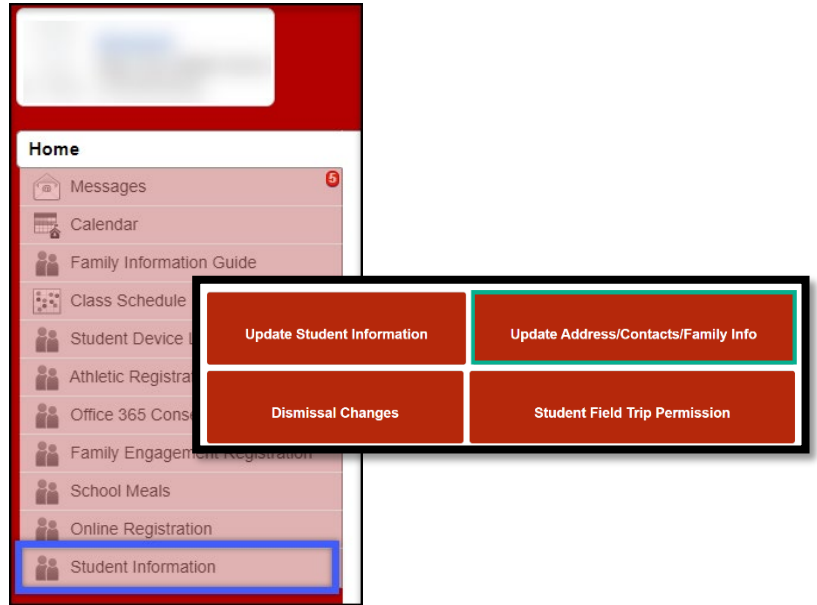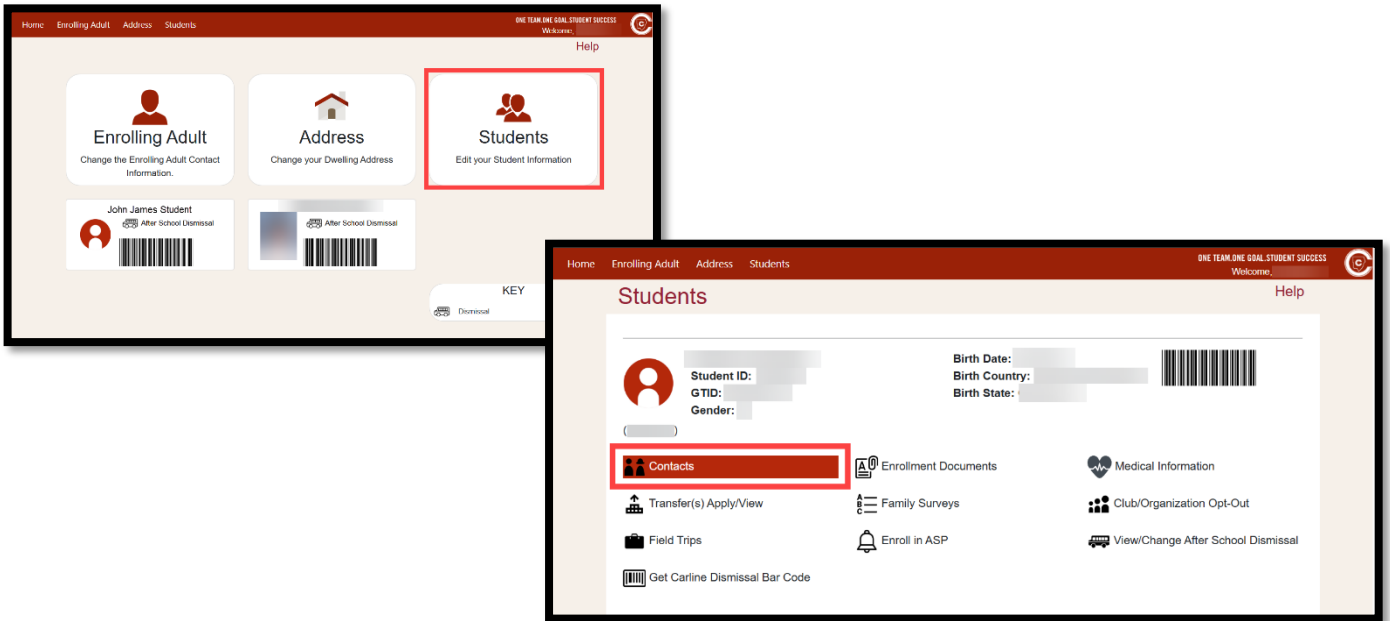# Adding and Editing Student Contacts in ParentVUE/Student Information

1. Log into ParentVUE.

2. Click on Student Information.

3. Click on Update Address/Contacts/Family Info.

4. Click on the Students icon. For each Student, click on 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. Click Add Contact to add other Contacts for the student.
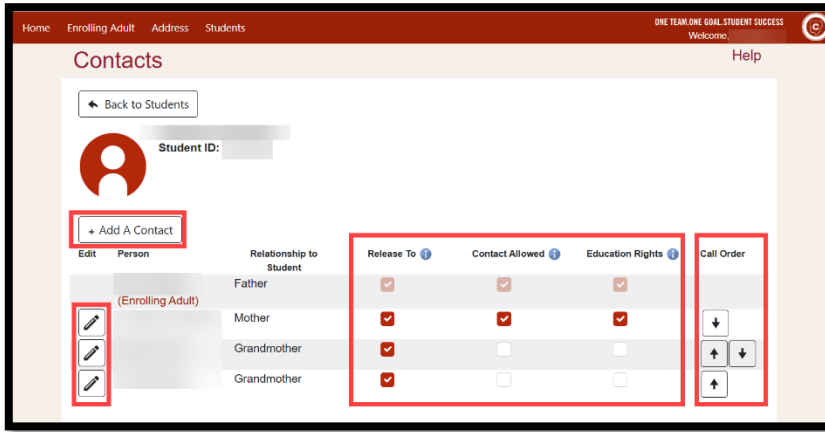
6. The Student Contact must have an email address and cell phone number on file to receive communication. Once on the Edit Contact screen, click on the tabs to add or edit phone numbers and email addresses. Click Save.

To
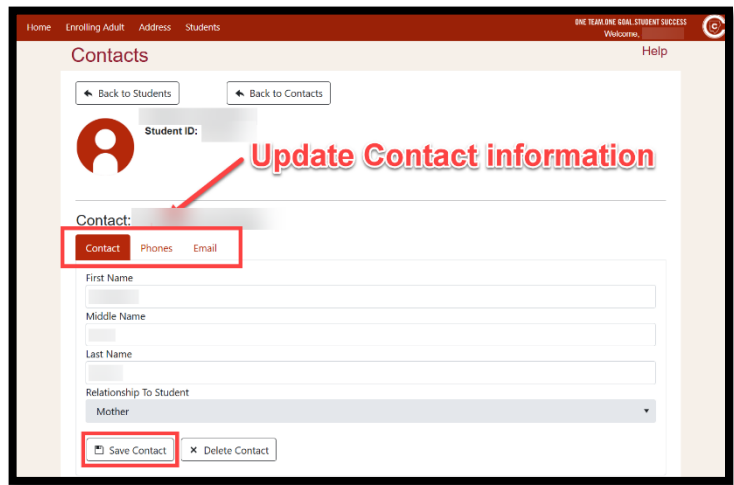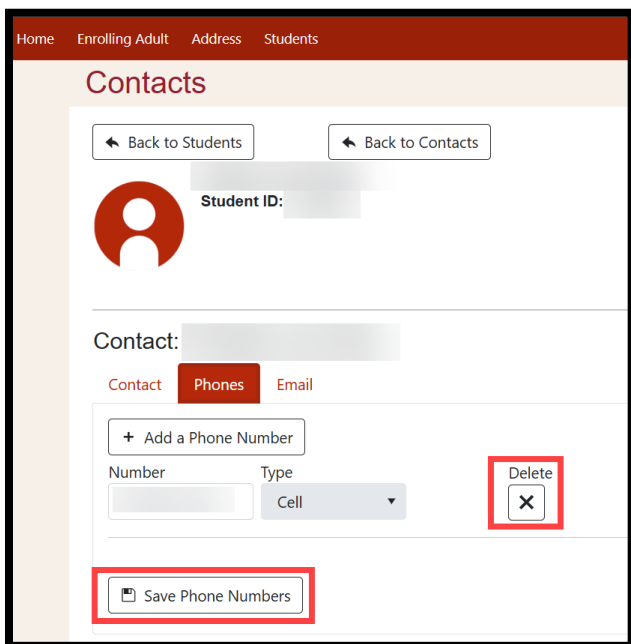
7. After entering or editing the new phone number or email address, click on the check mark to insert/save. remove a record, click on the red x in the delete column.