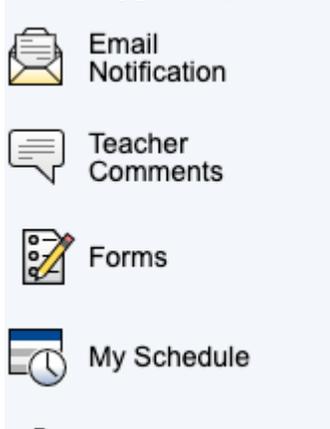




Updating Student Contact Information

Purpose: How to update student contact information

1. From the Amherst County School website www.amherst.k12.va.us select the Parent/Student portal link under the Find It Here heading.
2. Enter your username and password for the account that was set up during student electronic registration at the beginning of the school year. If you need assistance in resetting your password, please contact your child's school.
3. Once logged in, select the Forms link on the left-hand side menu.



4. Click in the Student Contacts Update form.

Ecollect Enrollment Packet

Status	Form Name
 Empty	Student Contacts Update

5. Verify the student's home and mailing address at the top of this form. If changes need to be made to the student's main home or mailing address, contact the student's school to make these changes. Proof of residence will be required for any changes to the student's main home or mailing address.
6. Verify or update the students primary contact number.

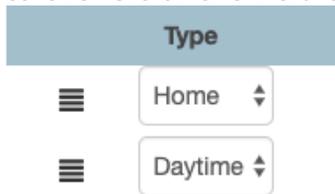
7. The bottom of the page should list all the contacts that are associated with the student. There may be duplicates, but please do not delete any of the contacts.
8. Look over the list and provide any missing information for the contact listed. Information such as contact type, phone type, phone number, address, and email address are important. The more information that is provided the better.
9. To edit a contact, click on the pencil icon located to the far right of the contact listed.



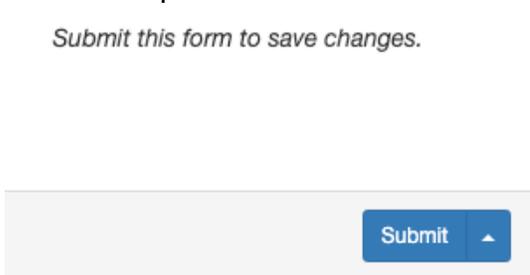
10. Once the edit screen opens, you can update each piece of information by clicking in the box that contains the information.

11. To add any information, click on the Add button  located at the far right of the box that contains the information.

12. To prioritize address and or phone numbers, click on the 4 stacked lines to the left of the field and drag them up or down to change the order.



13. When completed scroll down to the bottom of the form and click submit.



14. Please verify or update each student associate with the account.