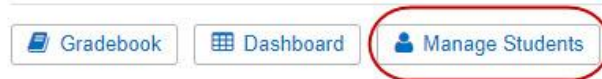


Use this page to add or edit a parent or guardian's contact information on a student's account.

1. Select **Manage Students**.

## Welcome to Edgenuity

Commonly selected actions:



Announcements

2. Locate the student, click on the box next to their name, then **Update Student**.

1 Student is selected. [Select all 41 students](#) [Clear selections](#)

[View Courses](#) [Progress Report](#) [Session Log](#) [Enroll in Courses](#) [Update Student](#)

<input type="checkbox"/>	Name ^	Username	Grade	Active Courses	Active UpSmart
<input checked="" type="checkbox"/>	<a href="#">Alvarez, Yolanda</a>	55810student01	9	1	

### ALTERNATIVE METHOD

Type the student's name into the search bar. When the student's name populates, select it.

3. Scroll to the bottom of the student demographic page and select **Add Parent/Guardian**.



4. Enter the First Name, Last Name, and email address of the parent/guardian. Then select which method they will receive the reports.
  - **EMAIL PROGRESS option:** the individual will receive the Progress Report and Session Log as a .pdf attachment via email on the dates specified.
  - **FAMILY PORTAL option:** the individual will create an account at Edgenuity's Family Portal, create an account using the 4-digit activation code shown, then be able to log in at their leisure to view the student's reports.

Parent/Guardian Contact Information

First Name

Last Name

Email Address

Email Progress      Frequency:

Family Portal:  Enable  Disable      Activation Code:

Notes:

[Save Parent/Guardian](#) [Remove Parent/Guardian](#)

[Add Another Parent/Guardian](#)

5. At the bottom select either **Save Parent/Guardian** or **Add Another Parent/Guardian**.  
\*You can add up to 9 parent/guardian accounts per student.

6. At the bottom of the student demographic page, click **Update Student**.