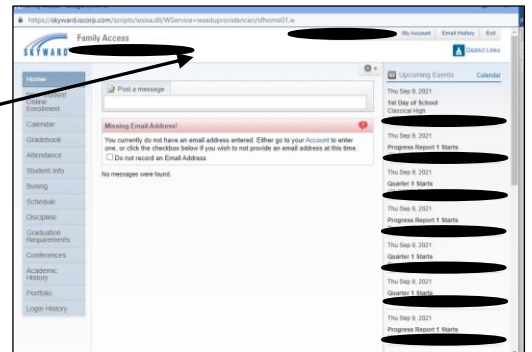


### Emergency Contact Information Instructions

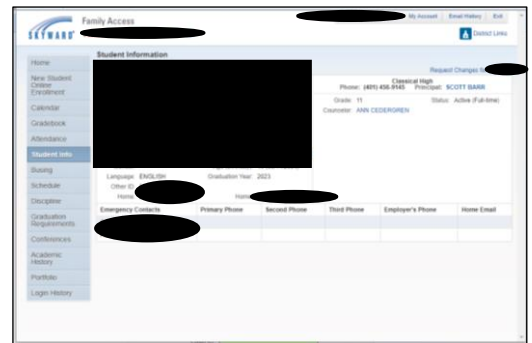
Step 1: Log Into your *Skyward Parent Portal*



Step 2: Select *Your Student* (if you it does not go there automatically)



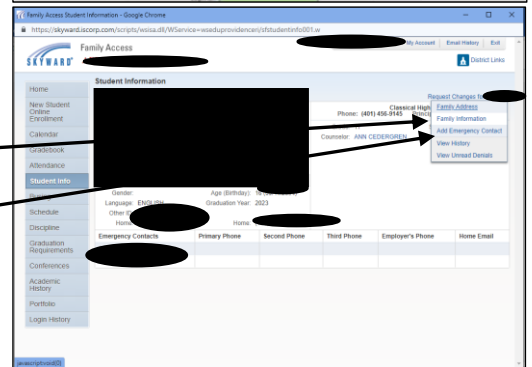
Step 3: Select *Student Info*



Step 4: Select *Request Changes* for your student

Step 5: To See or Edit Information Select *Family Information* and edit as needed

Step 6: To add and Emergency Contact Select *Add Emergency Contact*



Step 7: *Add Emergency Contact* and Save

