

## **Online Updating of Household Information, Emergency Contacts, and Student Medical/Health Information**

On Monday, May 15, Sidwell Friends parents will begin updating household and emergency contact information and student medical history online. A link will appear on the website's homepage at [www.sidwell.edu](http://www.sidwell.edu). Each student's Directory and Emergency information must be entered by **June 1** for students to receive their 2005-2006 grade reports.

### **Step 1: Access**

Go to [www.sidwell.edu](http://www.sidwell.edu) and click on "[parents.sidwell.edu](http://parents.sidwell.edu)." This will take you the registration page of the Parent Portal.

### **Step 2: Registration**

To register, you will be asked to enter the following: Your First Name, Your Last Name, Your Home Street Address Number (e.g., 3825 if you live at 3825 Wisconsin Ave. NW), and your oldest SFS student's date of birth. Hit "Submit" when you have finished.

You will then be prompted to enter your email address, and create a password which you will type twice. This will be your own personal password for accessing the Parent Portal.

### **Step 3: Profile Updates**

Once you have successfully registered, you will see your Personal Information profile update page. If any information has changed, please make the necessary changes and click the "Save Changes" button when you have finished. Clicking "Save Changes" at the bottom of every screen each time will advance you through the series of update forms you will see along the right under "Profile Updates." The update pages you will visit include Personal Information, Household Information, Employer Information, Additional Phones/Emails, and Student Information. When you have finished this set of forms, you will see a screen indicating that your profile updates are complete, and you may proceed to the next section where you will fill out forms concerning your child(ren).

### **Step 4: Children's Forms**

Below the "Profile Updates," you will see a section called "Children's Forms." You will see your child(ren)'s name(s) and a list of forms for each child including Physician/Medical Information, Emergency Contact Information, and Health Questionnaire. Please visit each of these forms, being sure to always click "Save Changes" after completing each form. Saving your changes will continue to advance you through the series of forms. *Note:* If you have multiple children attending SFS, after completing your first child's set of forms, you will be returned to your Personal Information profile update page. Please click on your next child's Physician/Medical Information form to finish completing the forms for your other children.

### **Other tasks you can complete from this page include:**

- **Parent/Student Directory** - You can search for both parents and students from this page.
- **Update Your Profile** - If your directory, health, or emergency information changes, you can return to this page at any time to keep your record with Sidwell Friends as up-to-date as possible.
- **View Profile** - You may see what others see of your profile at any time.
- **Change Password** - You may change your password at any time.
- **Logout** - We recommend logging out at the end of every session.

We are excited about being able to provide this service to the Sidwell Friends community. If you have any questions or concerns, please call (202) 537-8127, or email [directory@sidwell.edu](mailto:directory@sidwell.edu).