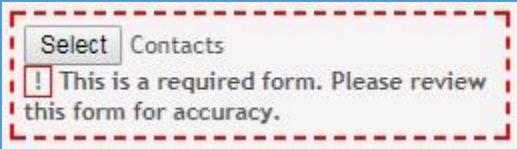

Llano Independent School District

Instructions for Parents

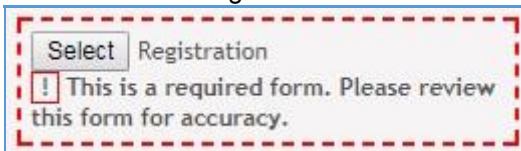
How to **update** emergency contact information, address, phone number, etc. for their student(s) through Parent Portal

1. Login to [Parent Portal](#)
2. Click on the **My Account** tab (located at the top)
3. Scroll down to **Manage My txConnect Students:**
4. Under the **View/Edit Forms** column, click on the blue **Edit** button
5. You will be taken to the **Online Registration Information** for your student
6. Click on **Registration**
7. Follow instructions below to update:
 - ✓ **Emergency Contact Information**
 - ✓ **Mailing / Physical Address and Student Phone Number**

To update Emergency Contact Information

1. Click on "Select Contacts"

2. Click on the "Item" you wish to edit (an Item = an Emergency Contact)
Select the item you wish to edit: Record: 1 ▾
3. Click on **Edit** next to the row you want to update
4. To add an additional emergency contact, click on **Add Additional Record**
5. Click on **Submit Data with Electronic Signature** when completed

1. Click on "Select Registration"



Mailing / Physical Address and Student Phone Number

2. Click on **Edit** next to the row you want to update
3. Click on **Submit Data with Electronic Signature** when completed