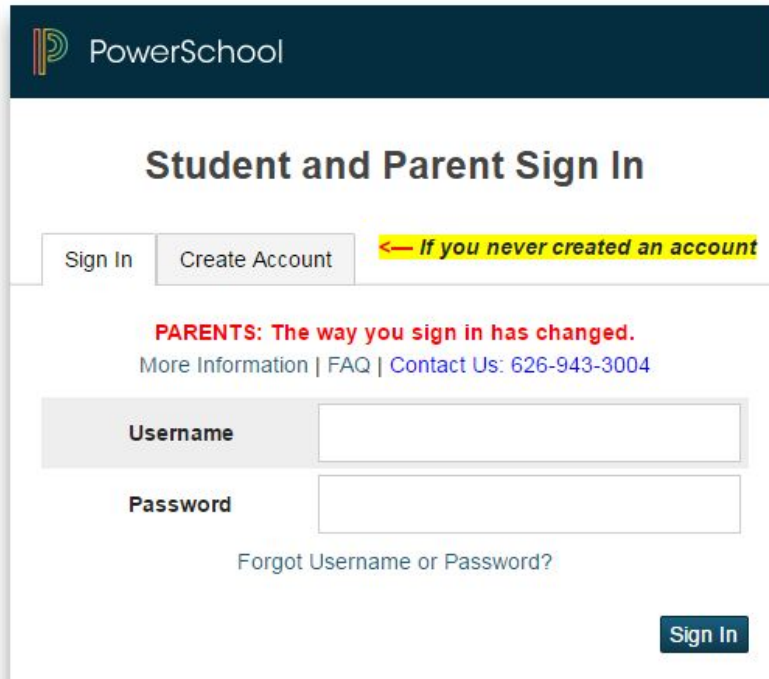


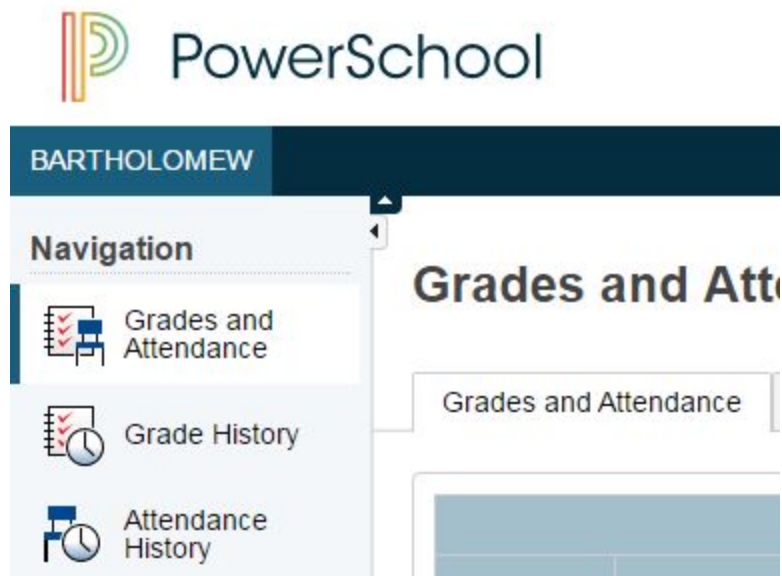
How to Update/Enter Emergency Card Information on Powerschool Family Portal

1. Sign in to <https://family.ausd.us>



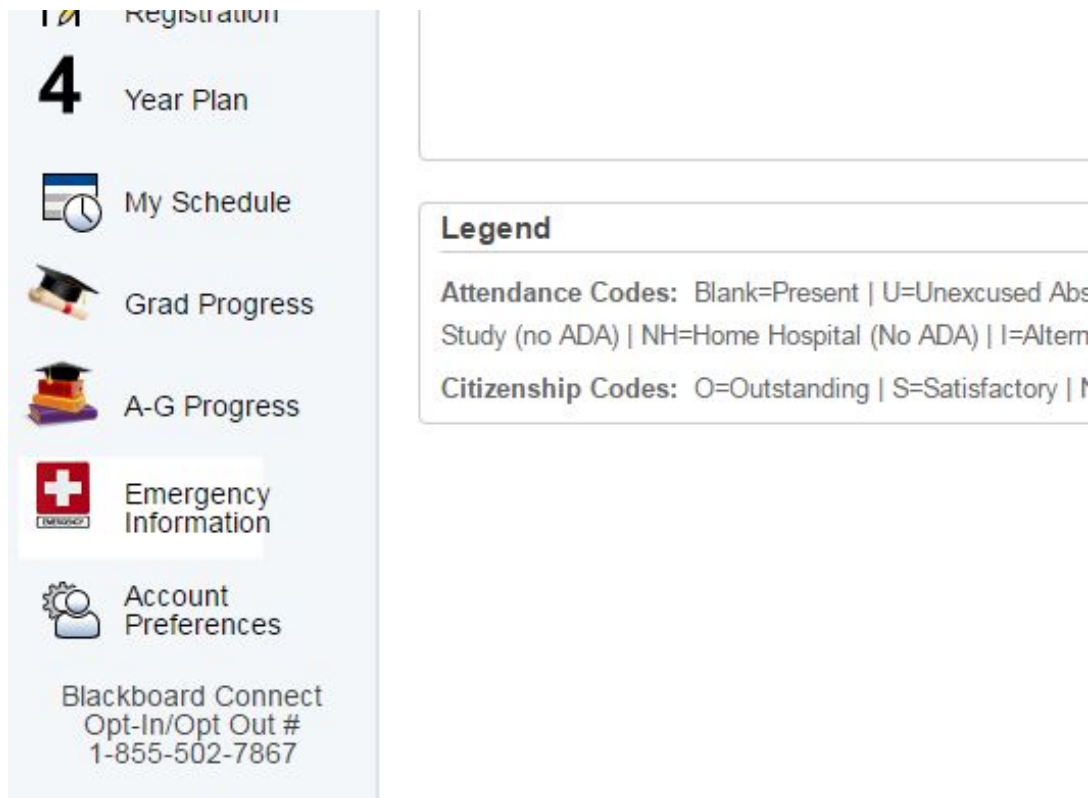
The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. The main heading is "Student and Parent Sign In". Below this are two buttons: "Sign In" and "Create Account". A yellow highlight is placed over the "Create Account" button with the text "<— If you never created an account". Below the buttons is a red message: "PARENTS: The way you sign in has changed." with links for "More Information | FAQ | Contact Us: 626-943-3004". There are two input fields: "Username" and "Password". Below the password field is a link: "Forgot Username or Password?". At the bottom right is a "Sign In" button.

2. The student you are viewing will have their name (Ex. Bartholomew) highlighted at the top left tab.

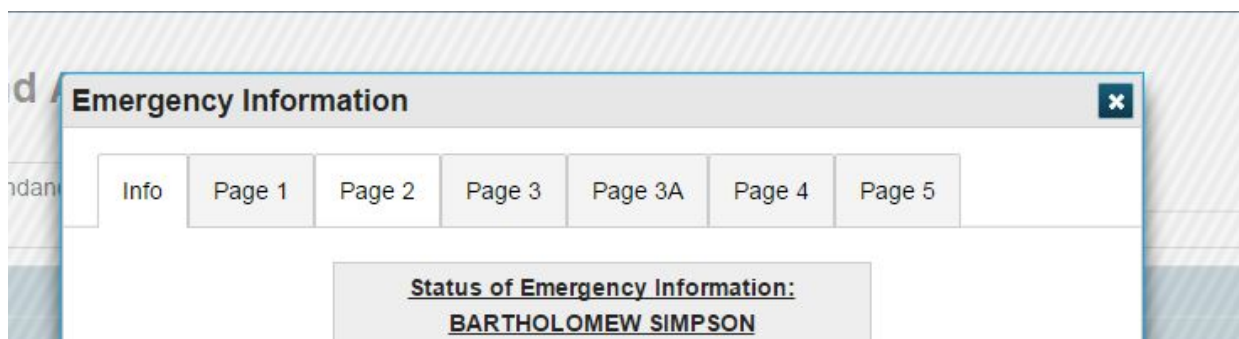


The screenshot shows the PowerSchool interface for a student named "BARTHOLOMEW". The name is highlighted in a dark blue tab at the top left. Below the tab is a "Navigation" menu with three items: "Grades and Attendance" (with a calendar icon), "Grade History" (with a calendar and clock icon), and "Attendance History" (with a calendar and clock icon). The "Grades and Attendance" item is selected, and the main content area shows "Grades and Att..." and a table with a blue header row.

3. Click on “**Emergency Information**” on the bottom left.



4. You will then go through a series of 5 pages where you can update or enter new details regarding Emergency contact information. If an item in **Red** is incorrect, you can contact the school’s front office to make the correction.



5. Starting on Page 2: Click on the bottom right where it says “**Click Here to Make Changes**” if any changes need to be made.

Info Page 1 Page 2 Page 3 Page 3A Page 4 Page 5

Residence: **742 EVERGREEN TER, SPRINGFIELD CA 91108**
Mailing Language: **Vietnamese**
Phone Call Language: **English**

SIMPSON, HOMER

Primary: **626-943-3056 - Cell**
Secondary: **N/A - N/A**
Employer and Phone #: **SPRINGFIELD NUCLEAR POWER PLANT - 626-943-3000**
Employer Address: **100 INDUSTRY WAY, SPRINGFIELD, CA 91108**

SIMPSON, MARGE

Primary: **N/A - N/A**
Secondary: **N/A - N/A**
Employer and Phone #: **N/A - N/A**
Employer Address: ,

[Click Here To Make Changes](#)

6. Once you have reviewed all the pages, you should get a green completed status page and can log off from the Family Portal.

Emergency Information

Info Page 1 Page 2 Page 3 Page 3A Page 4 Page 5

Status of Emergency Information:	
BARTHOLOMEW SIMPSON	
Page 1	Completed: 11/17/2016 at 12:25:37
Page 2	Completed: 11/17/2016 at 12:25:53
Page 3	Completed: 11/18/2016 at 08:37:48
Page 4	Completed: 11/17/2016 at 12:26:04
Page 5	Completed: 11/17/2016 at 12:26:13