



# Directory Information

Update

## Re-Enrollment Intention

1. Login to your Family portal
  - a. You must be logged in as a parent (not as a student)
2. Click on Office & select Enrollment

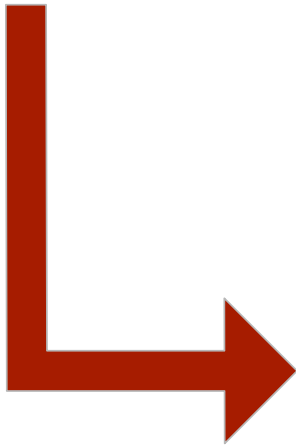
Make sure that this is your name

The screenshot shows the Option Family portal dashboard. At the top right, a user profile box displays 'Welcome Janet Schmitt' with a blue profile icon. A red box highlights this area, with a red arrow pointing from the text 'Make sure that this is your name' to it. In the center, a navigation menu is open under the 'Office' tab, with 'Enrollment' highlighted. A large red arrow points from the 'Enrollment' option in the menu to the 'Enrollment' button on the dashboard. The dashboard includes sections for 'Dashboard', 'BILLING' (Overall Balance: \$330.50), 'LUNCH / MEALS' (Overall Balance: \$24.50), and 'FILES AVAILABLE' (0 NEW (4 TOTAL)). There is also a 'Notifications' table and a 'Saint of the Day' section for Saint Finan of Lindisfarne.

From	Subject	Posted Date
Your School	Parent Teacher Conferences	02/13/2017

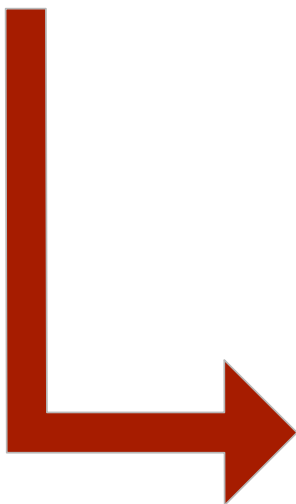
# Re-Enrollment Intention

1. Enter your 2021-22 Enrollment Intention for all of your currently enrolled children

Screenshot of the Option Family Enrollment page. The page title is "Enrollment" with the subtitle "Re-enroll current students and add new ones". A yellow banner contains a notice: "Be aware that the functionality of this page has changed recently. You now need to submit your updates to the school using the 'Submit to School' button after you have made your updates. If you would like to add a new student for consideration, click or press [here](#)." Below this is a table for "Current Students" with the instruction: "Indicate each student that plans on returning to school next year. Additional actions may be required by your school." The table has two rows: "Nika Schmitt" and "John Schmitt". Each row has three radio buttons: "Yes", "No", and "Undecided". The "Undecided" button for Nika Schmitt is selected. A red box highlights the "Yes", "No", and "Undecided" options for both students.

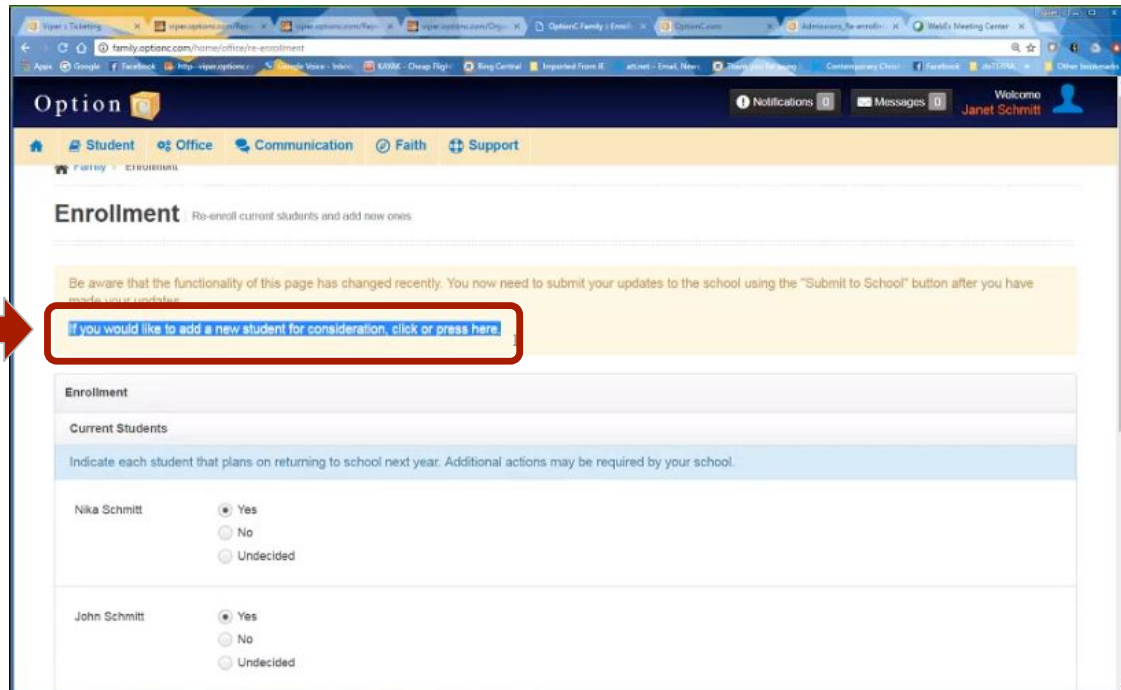
# Re-Enrollment Intention

1. Click on "Submit To School"

Screenshot of the Option Family Enrollment page. The page title is "Enrollment" with the subtitle "Re-enroll current students and add new ones". A yellow banner contains a notice: "Be aware that the functionality of this page has changed recently. You now need to submit your updates to the school using the 'Submit to School' button after you have made your updates. If you would like to add a new student for consideration, click or press [here](#)." Below this is a table for "Current Students" with the instruction: "Indicate each student that plans on returning to school next year. Additional actions may be required by your school." The table has two rows: "Nika Schmitt" and "John Schmitt". Each row has three radio buttons: "Yes", "No", and "Undecided". The "Undecided" button for Nika Schmitt is selected. A red box highlights the "Submit To School" button at the bottom of the page.

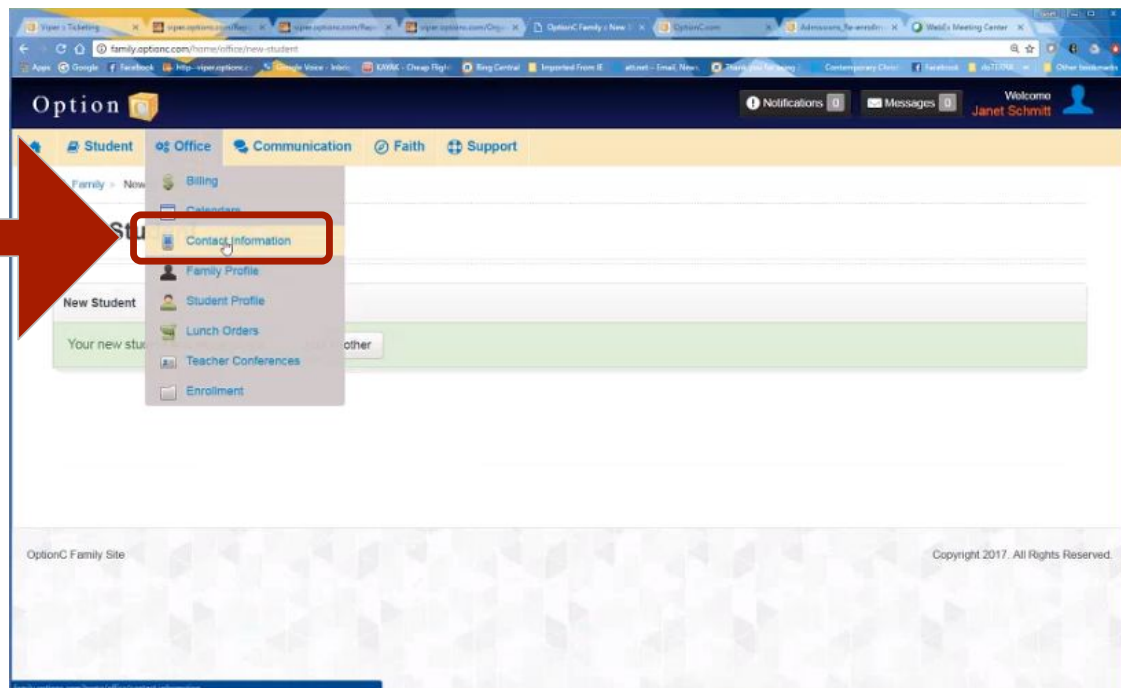
# Re-Enrollment Intention

1. If you would like to add a new student for consideration for the 2021-22 school year, click the link on your family portal.



# Contact Information Update

1. Login to your Family portal
2. Click on Office & "Contact Information"



# Contact Information Update

1. Change any information that needs to be updated



Option

Family > Contact Information

### Contact Information

Update your phone and email contact information

**Contact Information**

**Phone**

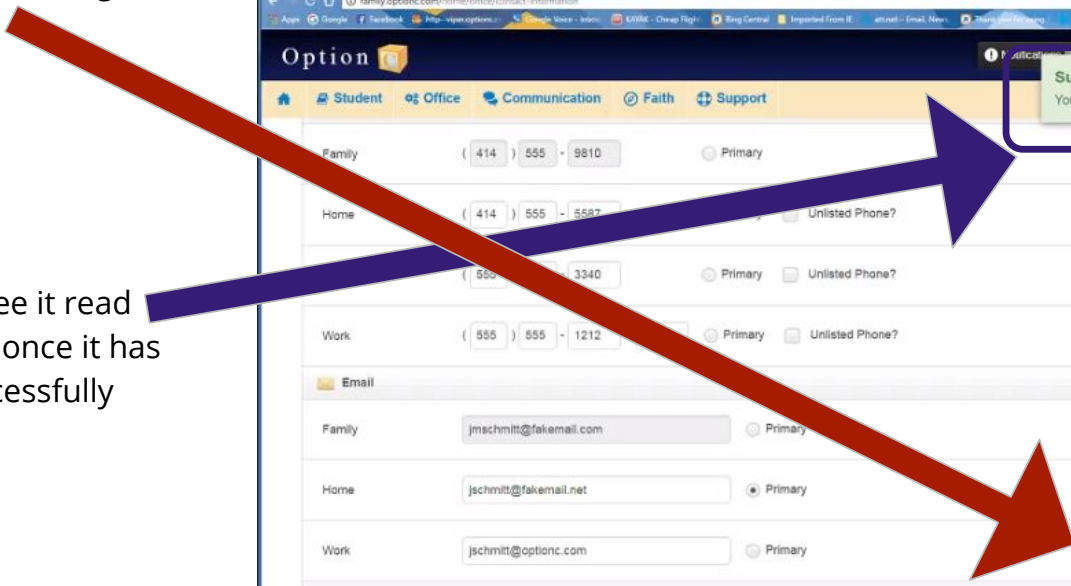
Family	( 414 ) 555 - 9810	<input type="radio"/> Primary
Home	( 414 ) 555 - 5469	<input checked="" type="radio"/> Primary <input type="checkbox"/> Unlisted Phone?
Mobile	( 555 ) 444 - 3340	<input type="radio"/> Primary <input type="checkbox"/> Unlisted Phone?
Work	( 555 ) 555 - 1212 X <input type="text"/>	<input type="radio"/> Primary <input type="checkbox"/> Unlisted Phone?

**Email**

Family	jmschmitt@fakemail.com	<input type="radio"/> Primary
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# Contact Information Update

1. Click "Save Changes"



2. You will see it read "Success" once it has been successfully updated

Option

Family > Contact Information

### Contact Information

Update your phone and email contact information

**Contact Information**

**Phone**

Family	( 414 ) 555 - 9810	<input type="radio"/> Primary
Home	( 414 ) 555 - 5587	<input type="checkbox"/> Unlisted Phone?
Mobile	( 555 ) 3340	<input type="radio"/> Primary <input type="checkbox"/> Unlisted Phone?
Work	( 555 ) 555 - 1212	<input type="radio"/> Primary <input type="checkbox"/> Unlisted Phone?

**Email**

Family	jmschmitt@fakemail.com	<input type="radio"/> Primary
Home	jmschmitt@fakemail.net	<input checked="" type="radio"/> Primary
Work	jmschmitt@optionc.com	<input type="radio"/> Primary

**Success**  
Your profile data has been updated.

**Save Changes**

# Family Profile Update

1. Follow the same procedures to update your Family Profile

