

## HOW PARENTS CAN UPDATE THEIR EMAIL IN THE PARENT PORTAL

Parent needs to sign into their portal account.

- Click on Miscellaneous on the list to the left.
- Click in the email box & then click on the X to delete the email.
- Hit the SAVE button.

Parent can also ADD a second email by entering it in the second email field at the bottom right of the miscellaneous screen.

**SARASOTA COUNTY** Messages Help Logout

Student: HAAS, [REDACTED] Counselor: [REDACTED]  
School: PINE VIEW SCHOOL Homeroom: DROWN, MELISSA  
Grade Lv.: 05 ID: [REDACTED] Year: 2017 - 2018 Team: General Team

**My Students**  
**Student Schedules**  
**Attendance**  
**Report Card**  
**Assignments**  
**Transcripts**  
**Skills**  
**Testing**  
**Course Request**  
**Miscellaneous** 1

**PASSWORD** 2

User Name: [REDACTED] Email: j[REDACTED]@msn.com  
Password: [REDACTED] Confirm Password: [REDACTED]  
Last Name: HAAS First Name: JANELLE

**MY STUDENTS**

Student ID	Last Name	First Name	Birth Date
[REDACTED]	HAAS	[REDACTED]	[REDACTED]
[REDACTED]	HAAS	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**PARENT NOTIFICATION**

I choose to have the report card delivered only in the Portal (No paper copy):  Yes  No

Inform me by email when my child:  Is Absent or Tardy  Attendance  
 Misses an Assignment  Assignments

Email me weekly reports for:

Email To:  
Current E-mail: janellehaas@msn.com  
Second E-mail: [REDACTED]  
Third E-mail: [REDACTED]