

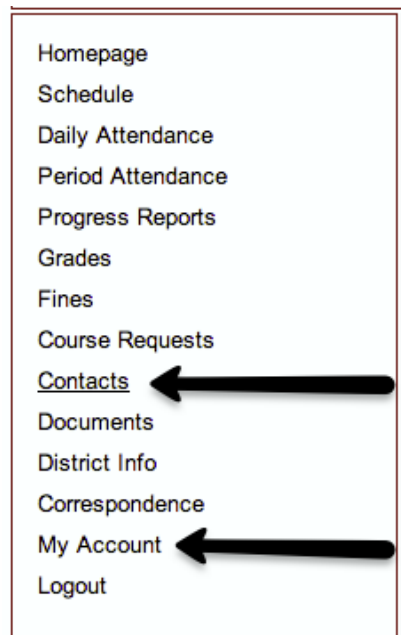
Nutley Public Schools - Update Contact Information in the Parent Portal

In an effort to better communicate with parents and guardians of Nutley Public School students, we are asking that you ensure that your **EMAIL and PHONE** information is accurate and up to date in the Parent Portal. If you do not have an email address **listed in the Parent Portal**, please add one. As we value communication, it is essential that we can reach parents and guardians to disseminate important information as well as provide information in case of an emergency.

If you have more than one child in the school district, it is important that the HOME PHONE number for the main contact is the same for all children. If you do not have a Home Phone number, please use your cell phone number as the Home Phone number.

To update contact information in the portal:

1. Login to the Parent Portal
2. Click on Contacts



3. Click on Update Phone/Email

 [Update Phone/Email](#)

4. Make changes or add information. Please ensure that the phone number for the main contact is accurate and the same for all children.

Home Phone: ()

Home Phone Unlisted?:

Additional Phone Numbers

Mother's Work () ext.

Unlisted?:

Mother's Cell () ext.

Unlisted?:

--Please Select-- () ext.

Unlisted?:

--Please Select-- () ext.

Unlisted?:

Type	Email Address
Mother	<input type="text"/>
Type	Email Address 2
--Please Select--	<input type="text"/>
--Please Select--	<input type="text"/>
--Please Select--	<input type="text"/>

Submit

5. Click Submit

To Link Multiple Children to One Account:

Fines	
Course Requests	
Contacts	
Documents	
District Info	
Correspondence	
<u>My Account</u>	Change Password Security Question
Logout	Change Password
	Link Students

Link Students

Please enter the login information of the student you wish to link.

Username:

Password:

Link