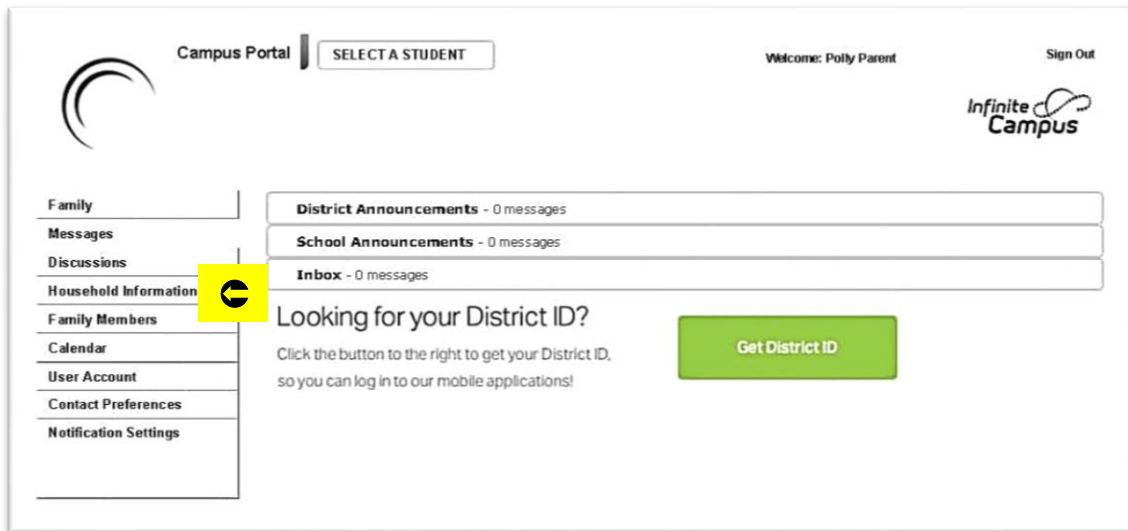


# Part 2 – Household Contact Information

**It is very important that you review this information and complete all steps. Failure to do so may mean the inability to receive important district information and may also limit your access to your child/children's accounts.**

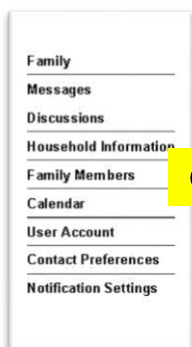
1. Log in to the Parent Portal. Locate the Menu bar on the left and click on “**Household Information**”.



At the next screen:

- **Verify the Household phone number.** Keep in mind that this should be the main number of contact for your household and can be either a cell phone or land line.
  - If changes are needed, please do so where indicated and hit “Update”.
  - If no change is needed, please move to Step 2.

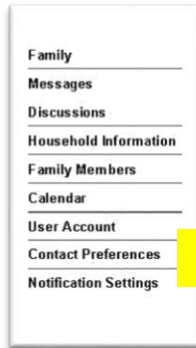
2. Return to the menu bar on the left and click on “**Family Members**”



Please review contact phone numbers and email addresses and update where needed for your family members.

- If changes are needed, please do so where indicated and hit “Update.”
- If no change is needed, please move on to step 3.

**3.** Return to the menu bar located on the left of the screen and click on “**Contact Preferences**”



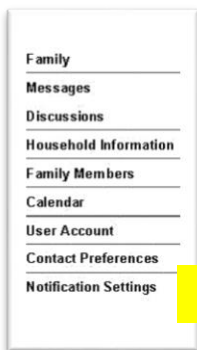
**This is a very important step!**

When you click on this link and the next page appears, please be sure to read all instructions carefully and check each box as appropriate to the communication preferences for your household.

- Be sure to click “Save” located at the bottom of the page to register changes.
- If no changes are needed, move on to step **4**.

- **Please be aware that some choices may not be available to you at this time. (Teacher Notifications can only be made via email at this time – all other options will be unavailable or “grayed out”.)**
- **Note that changes made to this section may take up to 3 business days to approve.**

**4.** Once updates have been approved (you will receive a notice in the portal notifying you of the approval), return to the menu bar and click on “Notification Settings”.



Read the instructions that appear on the next screen and check the boxes as appropriate to your needs.

- Be sure to click “Save” located at the bottom of the page to register all changes.
- If no change is needed at this time, please feel free to log out.

Once you have completed these steps and approvals have been granted, notifications can begin to the numbers/email addresses you have indicated. Please remember that some updates, may have to be verified before acceptance and may take up to 3 business days to complete.

**Be sure to visit [www.ht-sd.org](http://www.ht-sd.org) for more Parent Portal updates as they become available.**