SCUSD Student Information System
Updating Phone, SMS and E-Mail Contact Information and Preferences

The district provides Self Service functionality to permit parent/guardians to update email and contact information. Household Contact Information, Individual Contact Information and Contact Preferences are updated separately. Below please find instructions for each option.

**NOTE:** If you are an SCUSD employee, you **must** use your work email as the primary email address.

1. To begin, log in to the Parent Portal at [http://portal.scusd.edu](http://portal.scusd.edu)
To Update Household Contact information:

Update the primary number associated with entire household and all students listed within the household.

1. Go to **Household Information** tab

2. Click **Update**
3. Enter new phone number
4. Click **Send Update**
To Update Contact Information (Phone and E-mail) for Family Members:

Contact information for each individual listed in the system must be updated separately.

1. Go to Family Members tab

2. Click Update

3. Enter/update information

4. Click Send Update
Update Contact Preferences for Email, SMS and Phone Communications:

For each type of message, please indicate how you prefer to receive that message.

1. Go to Contact Preferences tab

![Message Contact Preferences screenshot]

2. Select which type of messages to receive
3. Select Preferred Language
4. Click Save