

Arts Academy Charter Middle School takes student safety in the upmost importance. To assist us in having up-to-date information on our students' contacts one of our requirements of a new Student Information System was to allow for contacts to edit their own contact information.

While you can still submit a paper copy of information changes, this allows for a much quicker and accurate method to update your information. NOTE: Some situations still require you to submit paperwork for your student(s), for example: moving out of a residence / change of address.

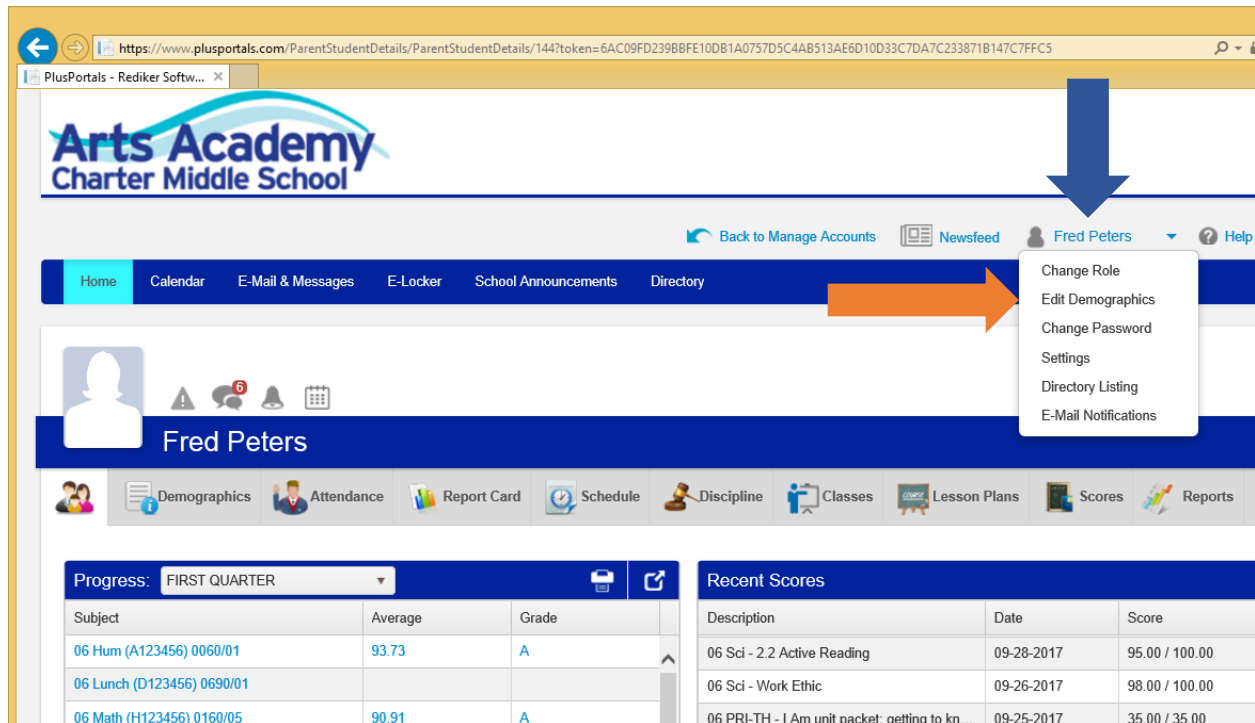
Once you log-in, we would like you to review, verify and/or update your contact information. Please use the below guide to assist you. Also, as your information changes throughout your student's enrollment at the Arts Academy Charter Middle School please use the Plus Portals to keep your information up-to-date. Our Main Office will review and accept your changes weekly, we may also occasionally contact you to verify your existing information and/or submitted changes.

Note: you can also change your password via the navigation menu shown below.

Below is an example of a typical Plus Portals Home screen.

Follow these steps to verify and/or update your contact information:

1. Click on your name, in the top-right navigation bar, to access your profile.
2. Click on the sub-menu item "Edit Demographics"



The screenshot shows the Plus Portals interface for Fred Peters. The top navigation bar includes 'Home', 'Calendar', 'E-Mail & Messages', 'E-Locker', 'School Announcements', and 'Directory'. The user's name 'Fred Peters' is displayed in the top right, with a dropdown menu open showing options: 'Change Role', 'Edit Demographics', 'Change Password', 'Settings', 'Directory Listing', and 'E-Mail Notifications'. An orange arrow points to 'Edit Demographics'. Below the navigation bar, there are icons for 'Demographics', 'Attendance', 'Report Card', 'Schedule', 'Discipline', 'Classes', 'Lesson Plans', 'Scores', and 'Reports'. The 'Progress' section shows 'FIRST QUARTER' and a table of subjects with averages and grades. The 'Recent Scores' section shows a table of scores for various subjects.

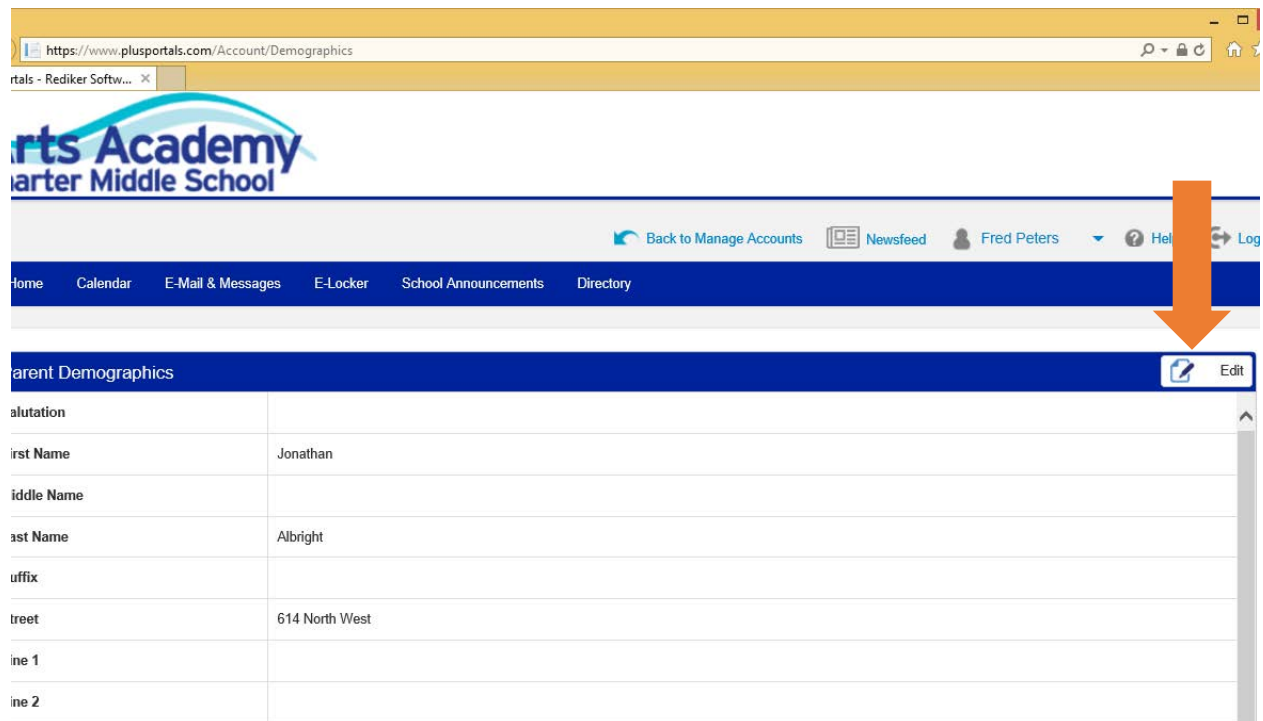
Subject	Average	Grade
06 Hum (A123456) 0060/01	93.73	A
06 Lunch (D123456) 0690/01		
06 Math (H123456) 0160/05	90.91	A

Description	Date	Score
06 Sci - 2.2 Active Reading	09-28-2017	95.00 / 100.00
06 Sci - Work Ethic	09-26-2017	98.00 / 100.00
06 PRI-TH - I Am unit packet: getting to kn...	09-25-2017	35.00 / 35.00

You should now see your contact information.

If you see any information that needs to be edited, follow these steps to edit your contact information:

1. **Scroll down the page to view all information available.**
2. **To edit information, begin by clicking on the “Edit” button**



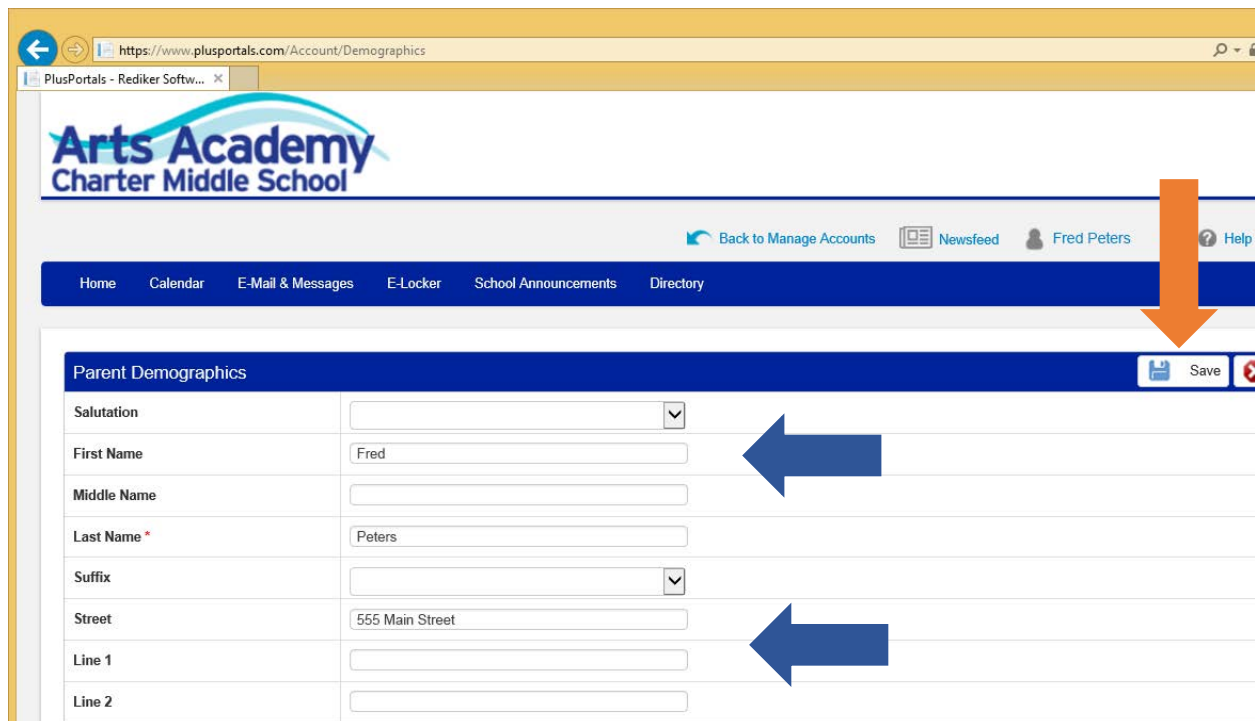
The screenshot shows a web browser window with the URL <https://www.plusportals.com/Account/Demographics>. The page header includes the Arts Academy Charter Middle School logo and navigation links: Home, Calendar, E-Mail & Messages, E-Locker, School Announcements, and Directory. The main content area is titled "Parent Demographics" and contains a form with the following fields:

Parent Demographics		Edit
Salutation		
First Name	Jonathan	
Middle Name		
Last Name	Albright	
Suffix		
Street	614 North West	
Line 1		
Line 2		

You should now see your contact information become editable fields.

At this point you simply want to edit any incorrect information and/or add any missing information.

1. Click into any field you want to edit and enter in the correct information
2. Once you have completed your editing, click on the "Save Button"



The screenshot shows a web browser window with the URL <https://www.plusportals.com/Account/Demographics>. The page header includes the Arts Academy Charter Middle School logo and navigation links: Home, Calendar, E-Mail & Messages, E-Locker, School Announcements, and Directory. The main content area is titled 'Parent Demographics' and contains a form with the following fields:

Parent Demographics		Save
Salutation	<input type="text"/>	
First Name	<input type="text" value="Fred"/>	←
Middle Name	<input type="text"/>	
Last Name *	<input type="text" value="Peters"/>	
Suffix	<input type="text"/>	
Street	<input type="text" value="555 Main Street"/>	←
Line 1	<input type="text"/>	
Line 2	<input type="text"/>	

Once saved, the information is sent to the Main Office for review and approval.

You will be contacted if any information needs additional review.