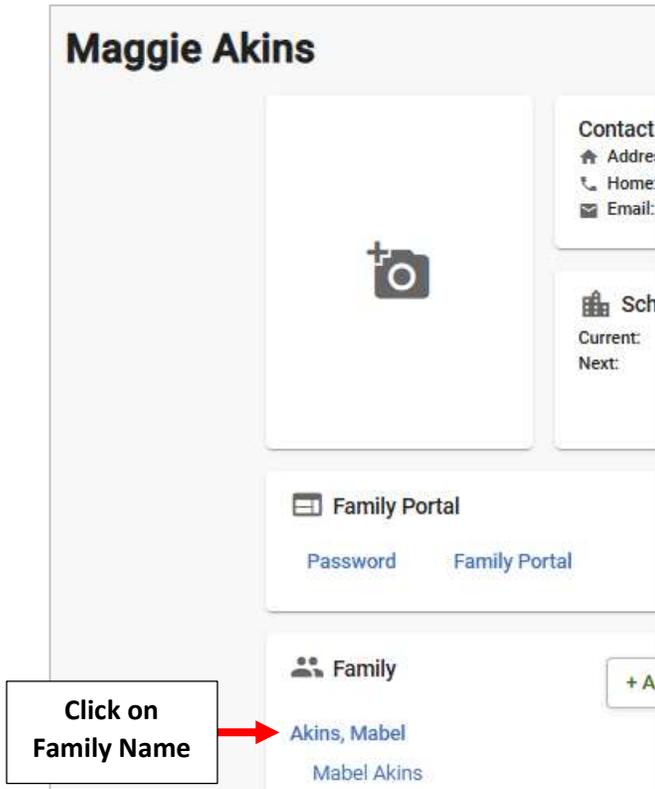


Updating Family Parents Home Phone in FACTS SIS

Please Note: Parent Phone Numbers have to be updated One Family at a Time

Open Student's Profile and Click on Family Name



The screenshot shows the profile for Maggie Akins. It includes sections for Contact information (Address, Home, Email), School information (Current, Next), Family Portal (Password, Family Portal), and a Family list. A callout box with the text "Click on Family Name" and a red arrow points to the "Akins, Mabel" entry in the Family list.

Click on Parent's Name



The screenshot shows the family list for Mabel Akins. It includes a "Family Individuals" section with a list of names and a minus sign icon. A callout box with the text "Click on Parent's Name" and a red arrow points to the "Mabel Akins" entry in the list.

Click on Contact



The screenshot shows the contact information for Mabel Akins. It includes a "Contact" section with fields for Address, Home, Mobile, and Email. A callout box with the text "Click on Contact" and a red arrow points to the "Contact" header.

Enter Home Phone and Select **Save** to **Save** your Changes. **Please Note: Enter Cell Phone if no Land Line is Used*

Demographics

General **Contact** Birth Notes

Contact

Address
1234 South Street

Address Line 2

City Lincoln State NE

Home Phone  **1. Enter Parent's Home Phone**

Cell Phone
402-770-6474

Work Phone

Save  **2. Select Save to Save your Changes**