

UPDATE

Option C Updates needed!

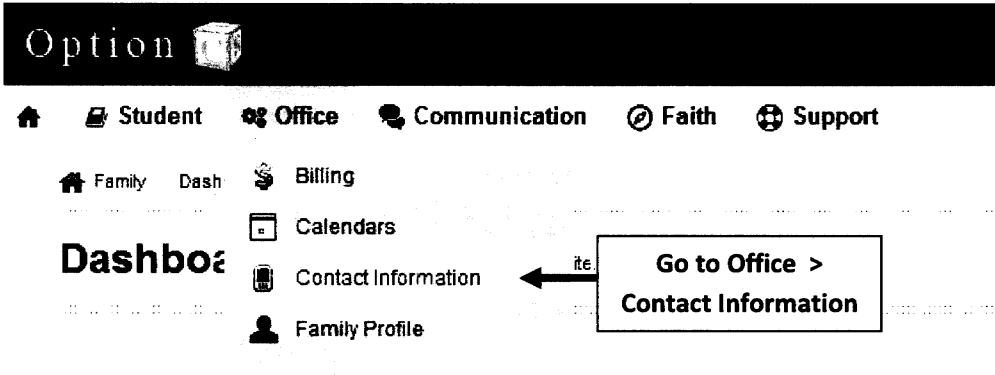
Please follow the attached instructions on “How to Update Contact Information”. Use the Login information for each person in the family (parents & students). You will only be able to do this until August 30th. After that you will need to call the office for any updates. Thank You for updating!



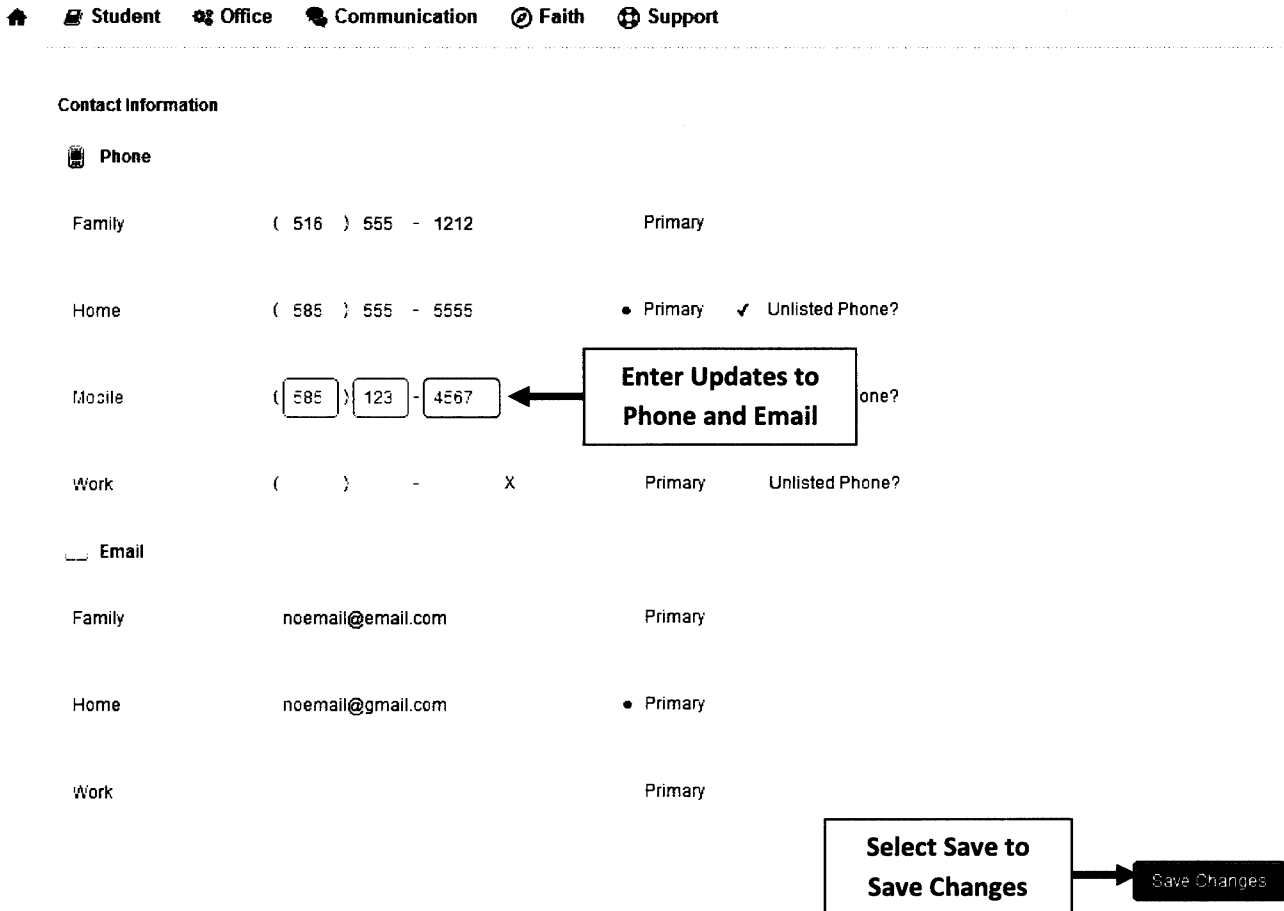
Updating Contact Information with the Family Login

****Please Note This Functionality Must be Enabled by Your School****

Once logged into OptionC please go to Office > Contact Information.



Enter Updates to Phone and Email. Select Save to Save Changes.



Generated by **Option**  TM

Updated August 2014

over/next

Updating Family Information with the Family Login

****Please Note This Functionality Must be Enabled by Your School****

Once logged into OptionC please go to Office > Family Profile.

The screenshot shows the OptionC dashboard navigation menu. At the top, there are icons for Home, Student, Office, Communication, Faith, and Support. Below these are icons for Family, Dash, Billing, Calendars, Contact Information, and Family Profile. A box labeled "Go to Office > Family Profile" has an arrow pointing to the "Family Profile" menu item. Another box labeled "Enter Updates to Phone and Email" has an arrow pointing to the "Contact Information" menu item.

You may now Update any listed fields.

The screenshot shows the "Family Profile" update form. At the top, there are navigation icons for Home, Student, Office, Communication, Faith, and Support. Below these are icons for Family and Family Profile. The main heading is "Family Profile" with a sub-heading "Update your family information".

Family Profile

General Information

Family Name:

Family Phone: () -

Unlisted Phone?

Family Email:

Home Address (physical)

Street:

Street (2nd line):

City:

over/next

Select Save to Save Changes.

Mailing Address SAME AS HOME

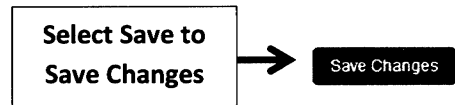
Street:

Street / 2nd line:

City:

State:

Postal Code:



Generated by **Option**  TM

Updated January 2016

over