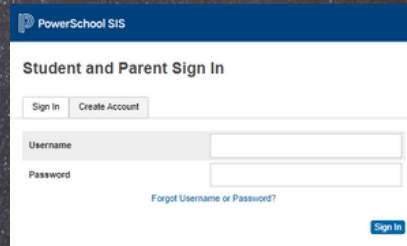


HOW TO UPDATE POWERSCHOOL

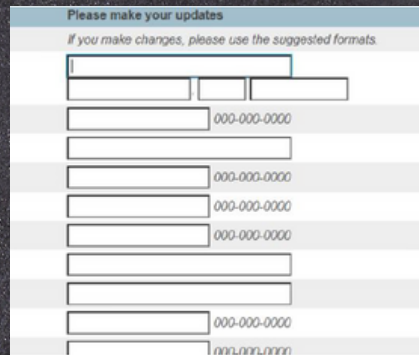
STEP 1: LOGIN TO PARENT POWERSCHOOL ACCOUNT THROUGH OUR WEBSITE
LINK: [HTTPS://RMCACS.POWERSCHOOL.COM/PUBLIC/](https://rmcacs.powerschool.com/public/)

A screenshot of the PowerSchool SIS website's sign-in page. The page has a blue header with the PowerSchool SIS logo. Below the header, it says "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

STEP 2: LOCATE THE DEMOGRAPHIC CHANGE OPTION ON THE LEFT-HAND SIDE OF YOUR ACCOUNT. NOTE: THIS MAY NOT BE AN OPTION IN THE APP.



STEP 3: ENTER ANY NEW PHONE NUMBERS, EMAIL ADDRESSES, EMERGENCY CONTACTS OR OTHER CHANGES. MAKE SURE TO PRESS SUBMIT ON THE BOTTOM RIGHT.

A screenshot of a form titled "Please make your updates". Below the title is a note: "If you make changes, please use the suggested formats". The form contains several input fields for phone numbers, each followed by a "000-000-0000" format suggestion. There are also empty input fields for other information. A "Submit" button is visible at the bottom right.

***IF YOU WANT TO UPDATE AN ADDRESS, PLEASE EMAIL PROOF OF RESIDENCY TO LAUREN HUITT AT LHUITT@RMCACS.ORG.**

***PLEASE EMAIL LAUREN HUITT IF YOU DO NOT SEE DEMOGRAPHIC CHANGE AS AN OPTION. THAT FEATURE CAN BE ADDED FOR YOU.**

