

## Are you logged in to Unified Classroom and don't see the form?

Please review the check list below before submitting a support ticket.

Internet Browser - Please use Chrome or Firefox as your internet browser.
 Do not use Internet Explorer.



- Parent Account Are you logged in to your <u>PARENT</u> account? You can NOT be logged in as your child. Forms are only published to parent accounts.
- Device Try using a different device. Forms are not always visible when using a mobile device or tablet. Try logging in using a desktop or laptop computer.
- Clear Cache You may need to clear the cache on your computer. Log out of your Unified Classroom account and clear your cache. To clear your cache, hold down Shift + Ctrl + Delete. A new window will pop up. Click the box next to "cache" and then click the clear button. Log back into your Unified Classroom account.
- Password Reset If you already set up a Unified Classroom Parent account in the past but do not remember your password, please click on "FORGOT PASSWORD?" located on the Unified Classroom log in page and follow the

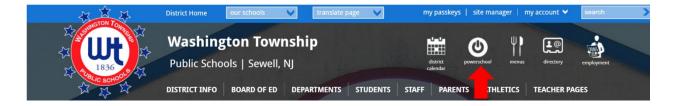
prompts.



Support Ticket – If you have tried ALL of the above and still are not able to view the form, please submit a <u>Support Ticket</u>. We kindly ask that you only submit your request ONCE. Please note, we will only respond to tickets corresponding to the completion of the Annual Information Update form.

## **Updating Student Contact Information**

1. Log in to your Unified Classroom Parent Account. Using your computer or tablet (not the PowerSchool app), visit our website <u>www.wtps.org</u>. Click on the PowerSchool Icon at the top of the page.



2. Log in to your Unified Classroom Parent account using your email address and password. DO NOT sign in with Microsoft or Google.

Weld	come to Unified Classro Sign in with your PowerSchool ID.	om!
	PowerSchool ID 🕜	
	Enter your PowerSchool ID (your email address)	
	Password	6
	Enter your password	
F	Forgot Password?	
	Sign In	
	— OR —	
	Sign In Witch	
	G Sign In Ge	

3. Click on **QUICK LINKS**.

D Unifi	ed Classroom				3	<b>≜ ⊘</b> Q
- <b>-</b>	Dashboard					
Communication	Calendar				Upcoming Assignments	
Class Pages Progress Calendar	< M0	No assignments in the given selection.				
	Events	Assignments	Personal Reminder	0		View More >
	No events				Recent Assignments	
	No events	No assignments			(i) No assignments in the	given selection.
A 1				View More >		View All >
Quick Links	Class Overview				Activity Feed	<b>C</b> 5)
	() No classes are scheduled in t	ne current term for this student.			i No messages	
	Standard Progress					View More >

4. From the Quick Links menu, choose **FORMS**.

D Unifi	ed Classroom		🌲 💿 Q
Communication	Portal Login Page Main Portal Page		
Z	Current Grades and Attendance		Upcoming Assignments
Class Pages	Grade History	Monday, August 24, 2020 >	i No assignments in the given selection.
	Teacher Comments	Assignments Personal Reminder	View More >
Progress	My Schedule Attendance History		Recent Assignments
28 Calendar	School Bulletin	No assignments	i No assignments in the given selection.
R	School Information	 View More >	View All >
Quick Links	Class Registration		Activity Feed
	Class Pages My Portal	duled in the current term for this student.	No messages
	Special Programs		View More >
	Special Programs Home Student Documents	eduled in the current term for this student.	
	Custom Links Alert Solutions Portal		
	Forms Special Education Home		

5. The WTPS Annual Information Update – Student Contacts form will be listed under the General forms tab. Click on the form.

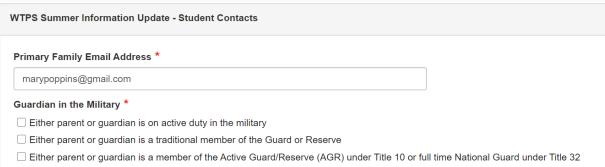
ms Class Forms Enrollment Student Suppo	neral Fo	orms Enrollmen
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School Form Listing for DOUD, SANDY

			Search forms
ummer Int	formation Update 20-21		
Status	Form Name	Form Description	Category
Empty	WTPS Summer Information Updat Contacts	te - Student	Summer Information Update 20-21

6. First, verify your primary email address. This is the email address that will be used for all district communications. If the email address is incorrect, you can update it here. Simply delete the current email address and type in the correct address.

7. Next, you will select the appropriate statement corresponding to Guardians in the Military.



- □ None of the above
- 8. Finally, review the Guardians and Emergency Contact Information. We require contact information for each parent along with 3 emergency contacts (besides parents).
  - Parent Information
    - Parent information must be provided for both parents with custody, even if one parent resides in a different address, and include the following:
      - First and last name
      - Relationship
      - Phone type (Cell, home, work)
      - Phone number
      - Address
      - Email
      - Permissions (Custody, Lives with, School Pick up, Emergency Contact)
  - Emergency Contact Information
    - We require 3 emergency contacts along with their contact information. Please provide the following information for each emergency contact:
      - First and last name
      - Relationship
      - Contact Type (Emergency 1, Emergency 2 or Emergency 3)
      - Phone Type (Cell, home, work)
      - Permissions (Please answer yes to Emergency Contact and indicate if this contact has permission to pick up your child from school by answering yes or no to School Pick Up)
- 9. How to edit contact information
  - To edit information that is already in the contacts, click on the pencil icon (located at the far right of the contact name)

Name	Relationship	Contact Type	Phone Type	Phone #	Address	Email	Custody	Lives with	School Pickup	Emerg. Contact	Data Access	
Mary Poppins	Mother	Mother	Daytime	856- 555- 5555	1 Any Rd Sewell, New Jersey, United States 08012	marypoppins@gmail.com					- (	
Mary Poppins	Mother	Guardian				marypoppins@gmail.com					ļ	1
Minnie Mouse	Aunt	Emergency 1	Home	856- 999- 9999					*	1	l	1
Joe Poppins	Father	Father	Cell	111- 111- 1111	123 Any Rd Sewell, New Jersey, United States 08080	jpop@gmail.com	1	1	1	1	ľ	/
Peter Pan	Friend	Emergency 2	Cell	888- 888-					~	1		1

• A box will pop up with that contact's information.

First Name	Middle Name	Last Name
Mary		Poppims
Gender	Relationship	Employer
Female	×	
Contact Type		
Emergency 2	~	
ddress		
		Add
ione		
Туре	Phone Number	Preferred Add
Cell ~	856-555-5555	✓ <b>×</b>
	856-555-5555	× 🔀
	856-555-5555	¥ 🖪
E Cell v mail	856-555-5555j Email	Primary Add
mail Type	Email	
mail Type		
mail Type rmissions es with Student *	Email Apply Contact to:	
mail	Email Apply Contact to: O Yes  No	
mail Type missions es with Student * hergency Contact *	Email Apply Contact to: O Yes  No O Yes No	

- If you need to correct a phone number, simply delete the information that is there and type in the correct information.
- $\circ$   $\;$  To delete a phone number completely, click the "X" next to the phone number.

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• To add a phone number, click on the "ADD" button at the top of the section. Select the phone type from the drop-down box and type in the number.

Phone			
	Туре	Phone Number	Preferred Add
≡	Home	856-555-5555	×

• Here you will also be able to update the permissions for this specific contact. Click yes or no next to each permission.

Permissions	
Lives with Student *	⊖ Yes
Emergency Contact *	$\odot$ Yes $\bigcirc$ No
Has Custody <b>*</b>	⊖ Yes  ● No
School Pick Up *	$\odot$ Yes $\bigcirc$ No
Receives Mail *	⊖ Yes  ● No

• Click "SAVE" at the bottom of the page when you are finished updating information for that contact.

First Name	Middle Name	Last Name
Mary		Poppims
Gender	Relationship	Employer
Female	v	
Contact Type		
Emergency 2	v	
ddress		
		Add
hone		
Туре	Phone Number	Preferred Add
Cell ~	856-555-5555	✓ <b>×</b>
mail		
Туре	Email	Primary Add
ermissions ves with Student *	Apply Contact to:	
nergency Contact *	⊖ Yes ● No	
as Custody *	○ Yes ● No	
chool Pick Up *	○ Yes   No	
	⊖ Yes      No	

10. Please review all the information on the form for accuracy. When you are finished, click "SUBMIT" at the bottom of the page.

Name	Relationship	Contact Type	Phone Type	Phone #	Address	Email	Custody	Lives with	School Pickup	Emerg. Contact	Data Access		
Mary Poppins	Mother	Mother	Daytime	856- 555- 5555	1 Any Rd Sewell, New Jersey, United States 08012	marypoppins@gmail.com					*		×
Mary Poppins	Mother	Guardian				marypoppins@gmail.com							×
Minnie Mouse	Aunt	Emergency 1	Home	856- 999- 9999					*	*			×
Joe Poppins	Father	Father	Cell	111- 111- 1111	123 Any Rd Sewell, New Jersey, United States 08080	jpop@gmail.com	1	*	1	1		F	×
Peter Pan	Friend	Emergency 2	Cell	888- 888- 8888					*	*			×
pply this	list of contacts	to:											

11. If you need to update the information after you submitted the form, please contact the school directly.