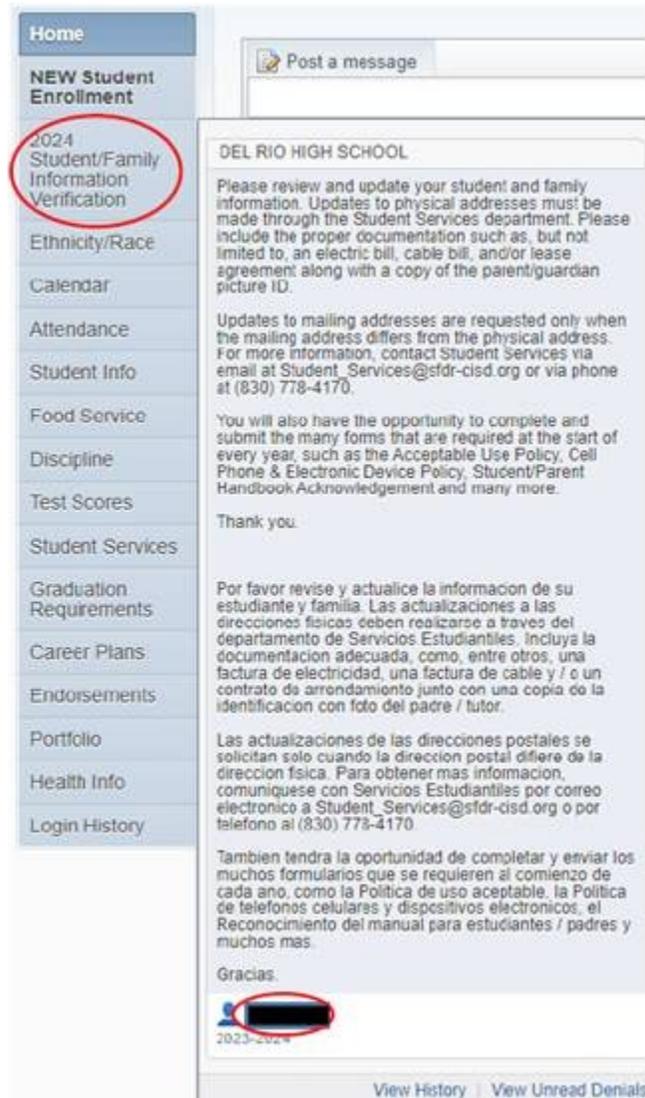


Editing your Child's Emergency Contacts

You are able to edit your child's list of emergency contacts through the "Family/Student Information Verification" on your Skyward Family Access portal. Please log into your account and follow the steps below. Click on the link if you are having trouble accessing your account, or have never logged in. https://www.sfdr-cisd.org/media/eurl4yxn/skyward-family-access-portal-login_password-assistance.pdf.

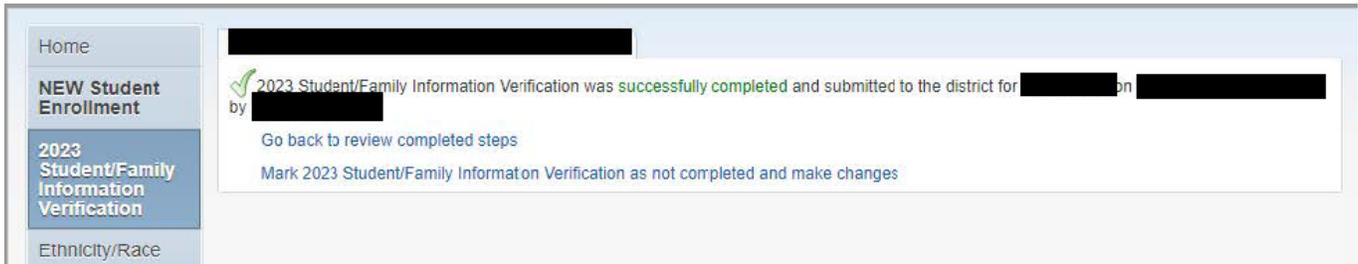
1. Once in the family portal, please select the "2024 Student/Family Information Verification" tab. See **image 1**.
2. The sub- window in **image 1** will appear, with your child's name at the bottom left corner of it. Click on the name (circled at the bottom of **image 1**). If you have more than one child, simply scroll within this sub-window and select the appropriate name. Keep in mind that you will have to edit the emergency contacts list for every child where changes are required.

Image 1.



- If you had previously marked the “2024 Student/Family Information Verification” process as completed, or had previously started the process and did not finish, your screen will look similar to **Image 2**. If so, please select the words “Mark 2023 Student/Family Information Verification as not complete and make changes”.

Image 2.



- You can now make changes by selecting the form of your choice. In this case, you would click on the words “e. Emergency Contacts”. See **image 3**.

Image 3.



- Now, click the button on the bottom of the screen that says “Edit Step 4e” as seen in **image 4**. Once clicked, you will be able to make changes to the list of emergency contacts. If you have not reached the limit of contacts, you have the option “Add Emergency Contact” available to you, as seen in **image 5**. You also have the options “Change Emergency Contact Order” (**image 6**), and “Delete this Emergency Contact” (**image 7**).

Image 4.

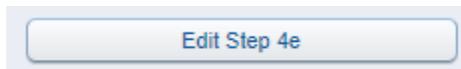


Image 5.



Image 6.

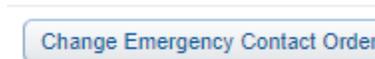


Image 7.

Delete this Emergency Contact

6. Once you have completed making any changes, you must click “Complete Step 4e and move to Step 5” as seen in **image 8**. This will successfully mark the edited step as complete, therefore saving the changes.

Image 8.



7. If all numbered steps have a green check mark next to their name except for the very last one, as seen in **image 9**, you are ready to click “20. Complete 2023 Student/Family Information Verification”.

Image 9.



8. Now click on the button “Submit 2023 Student/Family Information Verification” as seen in **image 10**. The changes will now successfully update within the system.

Image 10.

