



Access and Update your Parent Contact Information

- 1) Visit the www.collierschools.com website and click on the “Parents” Icon on the top right.



- 2) Select the Parent Portal Icon to go to the Parent Portal.



- 3) Login to the Parent Portal using your Parent ID and Password. If you do not know your Parent ID or need more information about the Parent Portal checkout the frequently asked questions page by [Clicking Here](#). After you type in your ParentID and Password click on Submit.

Welcome to the Parent Portal.

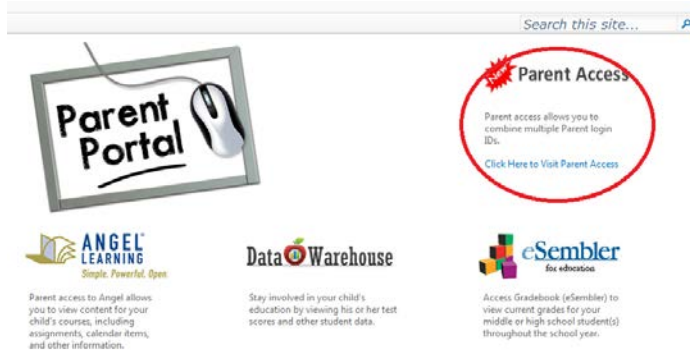
The Parent Portal provides Single Sign On access which you can use to monitor student progress in school.

UserID:

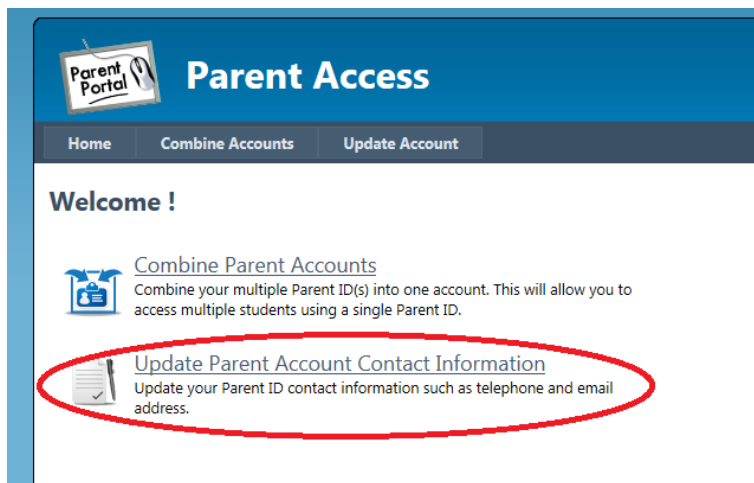
Password:

←

- 4) After you are logged in, click on the Parent Access Image to go to the update page.



- 5) On the home screen you have two options available. The Combine Parent Accounts option will allow you to combine multiple Parent ID(s) into one account. This will allow you to access all your students using a single Parent ID. The second option will allow you to update your Parent Contact information. To do this click on the Update parent Account Contact Information link.



- 6) Follow the instructions on the screen to update your parent contact information. Once you are finished click on the Update button.

Home Telephone:	<input type="text" value="239"/> - <input type="text" value="523"/> - <input type="text" value="2343"/> ext <input type="text"/>
Mobile Telephone:	<input type="text"/> - <input type="text"/> - <input type="text"/> ext <input type="text"/>
Work Telephone:	<input type="text"/> - <input type="text"/> - <input type="text"/> ext <input type="text"/>
Primary Email:	<input type="text" value="email@email.com"/>
Secondary Email:	<input type="text"/>
<input type="button" value="Update"/>	