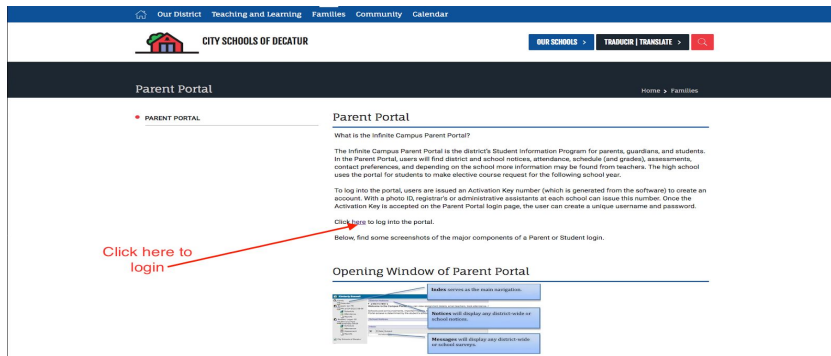
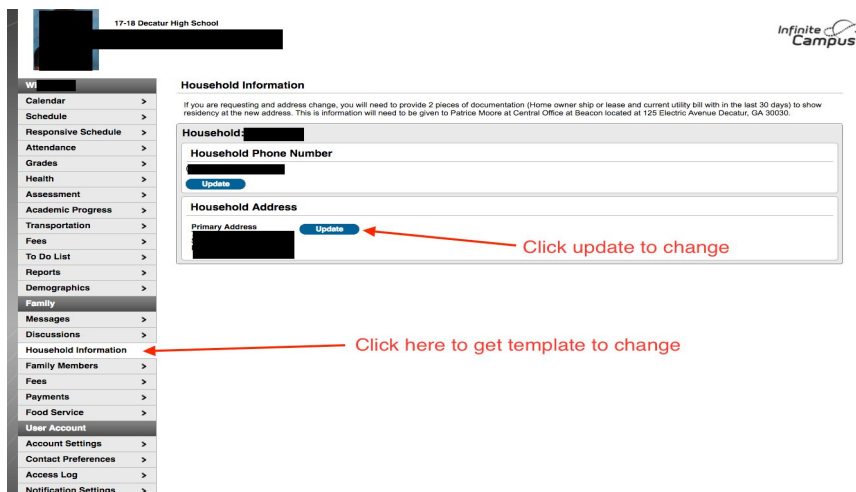


How to change your information in the parent portal

1. From the CSD, website log in to the parent portal



2. On the homepage click “Household Information” to change your address or phone number, then click “update.”



3. Update the information and send the update. You must follow up by bringing your residency documents to 125 Electric Avenue.

Update Address

Update your address information, indicate what type of change you are making, and click Send Update.

P.O. Box: * Number: Prefix: Street: Tag: Direction: Apt:

* City: * State: * Zip Code: County:

Send mail to this address

Type of Change

Please select the reason for making this address change.

I am changing my address because I moved or will be moving.
Address Effective Date:

I am correcting my address information because it was incorrect.

Comments:

You must bring documents to 125 Electric Avenue before the address change will be approved.

4. To update email and emergency contacts, click on “Family members” or “Demographics” on the homepage. Then click any update to change information.

Household: W [REDACTED]

W [REDACTED]

Cell Phone : Email : 18w[REDACTED]@csdecatur.net
Work Phone : Secondary Email :
Other Phone :
[Update](#)

W [REDACTED]'s Relationships

Name	Relationship with W [REDACTED]	Contact Order	Guardian	
H [REDACTED]	Mother/Son	2	Yes	Update
A [REDACTED]	Father/Son	1	Yes	Update

H [REDACTED]

Cell Phone : (404) [REDACTED] Email : [REDACTED]
Work Phone : (404) [REDACTED] Secondary Email :
Other Phone : (404) [REDACTED]
[Update](#)

H [REDACTED]'s Relationships

Name	Relationship with H [REDACTED]	Guardian	
A [REDACTED]		No	Update
W [REDACTED]	Son/Mother	Yes	Update

A [REDACTED]

Cell Phone : (404) [REDACTED] Email : [REDACTED]
Work Phone : [REDACTED] Secondary Email :
Other Phone :
[Update](#)

A [REDACTED]'s Relationships

Name	Relationship with A [REDACTED]	Contact Order	Guardian	
H [REDACTED]			No	Update
W [REDACTED]	Father/Son	1	Yes	Update

Click any update button to change information

5. After entering the information, click “send update.”

Update Contact - [Redacted] ✕

Demographic information for enrolled students can be viewed and modified in the Demographics area of the Campus portal.familyData.

Cell Phone :
() - x

Work Phone :
() - x

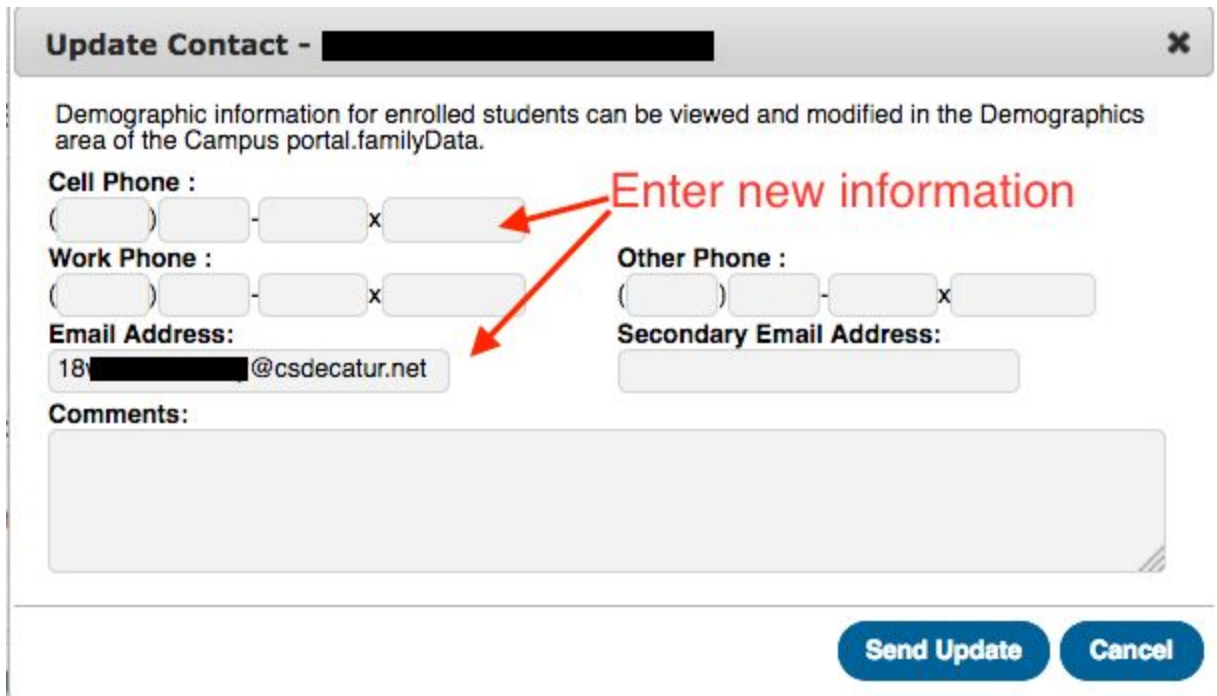
Email Address:
18 [Redacted]@csdecatur.net

Comments:
[Text Area]

Other Phone :
() - x

Secondary Email Address:
[Text Area]

Send Update **Cancel**



The change will not be immediate. The student information system coordinator will review and approve all requests. Address change requests will be approved once the enrollment specialist has reviewed the appropriate documentation.