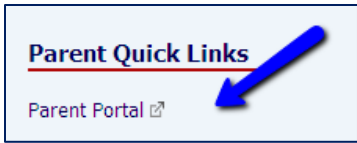


Directions for updating the *Achieve* parent portal



The *Achieve* parent portal button is located on our website – under Parent Quick Links. Please access the *Achieve* portal using this button.

Your user name & password have been emailed to you. If you need help accessing your Log In information, please contact Julia Miller at 407-862-1882, ext. 129 or jmiller@sweetwaterepiscopal.org. Once you are logged in, you may change your password by clicking on “Your Account”.

Once you log in to the parent portal, please use the Left Column and click on Student/Household. You will see four tabs:

- Student
- Household
- Emergency Contact
- Authorized Pickup

Be sure to visit all four tabs for each/all child(ren).

Student Tab: You will want to verify that all information is correct. You may only edit fields that are white (that are not grayed out). You must indicate the Eucharist and Ashes intention at this time.

Household Tab: Please edit any/all information on this screen. Please pay special note to:

- Send Paper News via Backpack – (Top Left side:) in an effort to save paper resources, we will only send paper copies home via backpack to those families who request paper copies. You must check this box if you would like to receive paper copies of items such as Soundings, School Fliers, etc.
- Send ENews – please add Email addresses for all parents. Please be sure to check the box for any/all Email addresses that would prefer to receive ENews (Flash Mail) messages sent to those specific Email addresses.

Emergency Contact Tab: In the event of an emergency, the School Office will attempt to call parents first. If we are not able to reach you, the parent(s), we need additional emergency contact information. You may add emergency contacts by entering them or selecting from our database. You may select the person or person(s) only. You will not be able to edit their personal information.

Authorized Pickup Tab: Please indicate any other person who has your permission to pick up your child from school. You may add authorized pickup persons by entering them or selecting from our database. You may select the person or person(s) only. You will not be able to edit their personal information.

Only when you have completed updating all four tabs, you will officially verify that the information is update and correct. To do so, please click on the Verify Button located on the Household Tab.



(located on Household Tab)

If you need any assistance with the *Achieve* system please contact Julia Miller at 407-862-1882, ext 129 or jmiller@sweetwaterepiscopal.org