PARENT CONTACT MANAGEMENT INSTRUCTIONS ON A PHONE

- All contact information for parents, emergency contacts, doctors, dentists, and hospitals are maintained by the parents through the Parent Access portal.
- Parents are responsible for keeping their information up to date through the Parent Access portal.
- All information for the Emergency Alert System – School Messenger is extracted from the information supplied in the Parent Access portal.
- Any changes you make should be made for each child you have in the school system. There are separate contacts for EACH child. Do not change just the first child listed or your other children will have incorrect contact information in their records.
- Be sure each of your children have at least two emergency contacts listed in case there is an emergency and we cannot reach either a parent or guardian.
- Do not add a parent or guardian as an emergency contact. They are already in the contact list and are called first in an emergency.
- Be sure each cell phone for a parent or guardian has a carrier (such as Verizon, T-Mobile) listed. Carriers are not required for emergency contacts.
- Be sure your child’s Doctor, Dentist, and Hospital is listed if you have one. They should have a relationship type of Doctor, Dentist, or Hospital and be coded as Not an emergency contact.
- When adding new emergency contacts be sure to supply the relationship the contact is to the student. For example, if the emergency contact is your mother, the relationship should be listed as GRANDMOTHER since that’s the relationship to the child.
- **Do not add parents or guardians as an emergency or other contact.** You must call the Registration Department at 973-509-4017 to add an additional Parent or Guardian.
- If you have a family email address only list it once under the first (primary) contact.
- Do NOT list the same email address under multiple contacts. The email address should be listed under whoever’s email address it is.
- **You must have at least 1 phone and 1 email address for each student listed as getting emergency and attendance alerts.**
- If your address changes you must call the Registration Department at 973-509-4017 to make any changes to your address. You will need to produce all of the required proofs of residency.

Any questions you can email parentaccess@montclair.k12.nj.us
MAIN SCREEN ON A PHONE

- All of your children are listed on the main screen.
- Click on the 3 bars at the upper left side to bring up the menu.
- Click on the select language at the bottom left of the screen to change to a different language.
- If the system does not go into Mobile view you can check Mobile on the bottom left corner of the screen.
Click on the contacts tab to bring up all of your children's contacts.
**CONTACTS FOR FIRST CHILD**

Parents: Please DO NOT share your password with your children, or risk your account to be disabled.

Do not add a parent or guardian as an emergency contact. The first contact should only be coded as a Guardian. To add a missing contact, email parentaccess@montclair.k12.nj.us with name, address, phone number, cell numbers, and email address.

Be sure you have checked off what alerts you wish to receive and checked off which contacts are allowed to request an alert.

If you are on a Mobile device you need to click on the plus next to each phone number or email address. 

<table>
<thead>
<tr>
<th>Contacts for Sally Smith</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MRS. MARY ADAMS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>GUARDIAN, MOTHER, STEP</strong></td>
<td></td>
</tr>
<tr>
<td>Home Phone: 973-333-4444</td>
<td></td>
</tr>
<tr>
<td>Cell Phone: 973-555-6666</td>
<td></td>
</tr>
<tr>
<td>Work Phone: 917-222-3333</td>
<td></td>
</tr>
<tr>
<td>Home Email: <a href="mailto:madams@verizon.net">madams@verizon.net</a></td>
<td></td>
</tr>
<tr>
<td>Home Email: <a href="mailto:mpelagroino@montclair.k12.nj.us">mpelagroino@montclair.k12.nj.us</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Phone/Email</td>
</tr>
<tr>
<td><strong>MR. JOHN ADAMS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>GUARDIAN, FATHER</strong></td>
<td></td>
</tr>
<tr>
<td>Home Phone: 973-333-4444</td>
<td></td>
</tr>
<tr>
<td>Cell Phone: 917-666-5555</td>
<td></td>
</tr>
<tr>
<td>Home Email: <a href="mailto:jadams@verizon.net">jadams@verizon.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Phone/Email</td>
</tr>
<tr>
<td><strong>MR. HARRY ADAMS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>EMERGENCY, GRANDFATHER</strong></td>
<td></td>
</tr>
<tr>
<td>Guardian has given this contact permission to pick up student from school</td>
<td></td>
</tr>
<tr>
<td>Home Phone: 908-202-4444</td>
<td></td>
</tr>
<tr>
<td>Cell Phone: 917-444-5555</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Phone/Email</td>
</tr>
<tr>
<td><strong>MRS. SALLY WILSON</strong></td>
<td></td>
</tr>
<tr>
<td><strong>EMERGENCY, COUSIN</strong></td>
<td></td>
</tr>
<tr>
<td>Guardian has given this contact permission to pick up student from school</td>
<td></td>
</tr>
<tr>
<td>Cell Phone: 111-111-1111</td>
<td></td>
</tr>
<tr>
<td>Home Phone: 922-222-2222</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Phone/Email</td>
</tr>
<tr>
<td><strong>DR. ROBERT GOLD</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DENTIST</strong></td>
<td></td>
</tr>
<tr>
<td>Guardian has given this contact permission to pick up student from school</td>
<td></td>
</tr>
<tr>
<td>Home Phone: 212-555-0000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Phone/Email</td>
</tr>
<tr>
<td><strong>SAINT JOSEPHS HOSPITAL</strong></td>
<td></td>
</tr>
<tr>
<td><strong>HOSPITAL</strong></td>
<td></td>
</tr>
<tr>
<td>Guardian has given this contact permission to pick up student from school</td>
<td></td>
</tr>
<tr>
<td>Home Phone: 201-444-5555</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Phone/Email</td>
</tr>
<tr>
<td><strong>DR. JOHN SMITH</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DOCTOR</strong></td>
<td></td>
</tr>
<tr>
<td>Guardian has given this contact permission to pick up student from school</td>
<td></td>
</tr>
<tr>
<td>Home Phone: 201-444-5555</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Phone/Email</td>
</tr>
<tr>
<td><strong>Add Contact for Sally</strong></td>
<td></td>
</tr>
</tbody>
</table>
# CONTACTS FOR SECOND CHILD

## Contacts for Mary Smith

**MRS. MARY SMITH**  
GUARDIAN 1 - MOTHER  
Home Phone: 973-555-1212  
Cell Phone: 973-333-5555  
Home Email: jpellcgrino@montclair.k12.nj.us  
Add Phone/Email

**MR. JOHN SMITH**  
GUARDIAN 2 - FATHER, STEP  
Home Phone: 973-555-1212  
Cell Phone: 732-888-4567  
Work Phone: 973-555-6633  
Home Email: john.smith@gmail.com  
Add Phone/Email

**MISS SALLY SMITH**  
EMERGENCY 1 - AUNT  
Options  
GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL  
Home Phone: 973-888-4567  
Cell Phone: 973-222-3333  
Add Phone/Email

**DR. JOHN ADAMS**  
DOCTOR  
Options  
GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL  
Home Phone: 973-555-2222  
Add Phone/Email

**DR. ROGER HARRIS**  
DENTIST  
Options  
GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL  
Home Phone: 973-777-9999  
Add Phone/Email

**SAINT JOSEPH HOSPITAL**  
HOSPITAL  
Options  
GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL  
Home Phone: 973-666-7777  
Add Phone/Email

Add Contact for Mary
MAINTAINING A PARENT OR GUARDIAN CONTACT

- Do NOT add a parent or a guardian to your contact list. Please call Registration 973 509 4017 to add a guardian to your account. **DO NOT ADD A PARENT OR GUARDIAN AS AN EMERGENCY CONTACT.**
- Each child has one or more parent or guardian records. You must update the information for each of your children.

![Contacts for Mary Smith](image)

- Click on a phone number to change the number.
- If the phone type is wrong: Home, Cell, or Work you have to **Delete** the number and add it back with the correct type.
- To update a number simply type over the existing number.
- To control what numbers are called by School Messenger our notification system check off the boxes you wish to be contacted on for General, Emergency’s and Attendance calls.
- At least 1 phone number per child must be checked off for emergencies and attendance.
- Our calling system cannot call extensions.
- Click Save.

![Modify Phone for Mary](image)
• Click on an email address to change the email.
• Click the Delete button to delete an email address.
• To update an email simply type over the existing email address.
• To control what emails are used by our notification system check off the boxes you wish to be contacted on for General, Emergency’s and Attendance calls.
• At least 1 email address per child must be checked off for Emergency’s and attendance.
• Click Save.
• If there is a little man next to the email address it means that address is used for your Parent Access logon. When you change your email you will also change the logon id for your Parent Access account. An email will be sent to you asking you to set a new password. It’s important your email address is kept current for Parent Access.
ADDING A PHONE NUMBER OR EMAIL ADDRESS FOR A PARENT OR GUARDIAN.

- Click Add Phone/Email
- Choose what you want to add
  - Home Email
  - Work Email
  - Cell Phone
  - Home Phone
- If you are adding a cell phone you should add your Cell Provider (i.e. Verizon, Sprint) if you want parent access to be able to send you alerts when documents are placed in your account.
- Be sure to update your School Messenger notification flags.
- Click Save when finished
ADDING A NEW CONTACT FOR A CHILD

- Click Add Contact, which appears at the end of each child’s set of contacts. Be sure to add the contact to each of your children.

- Enter the contact’s full first and last name.
  - For Hospitals or a doctor’s practice use the last name field.
- Enter the contact’s relationship to the child, i.e. Grandmother, Aunt, Babysitter etc.
  - NEVER add a parent or guardian as an emergency contact.
  - For doctors choose a relationship of Doctor.
  - For Hospital choose a relationship of Hospital.
  - For Dentist choose a relationship of Dentist.
- Choose one of the choices for “Is Emergency Contact?”.
  - For emergency contacts choose Yes, and choose the order in which you want the emergency contacts called (1 – 6) “Yes, Emergency 1”
  - For Doctors, Dentist, and Hospitals choose “Not an emergency contact”.
- Click Add Contact.
• If you want the contact to be able to pick your child up from school check off the box “Guardian has given this contact permission to pick up student from school”.
• Once the contact is added you should add a phone number for the contact.
• Email addresses are not required for emergency contacts or doctors.
• For Doctors, Dentist, and Hospital choose a phone type of “Home Phone”.

```
MR. JOHN SMITH

Guardian has given this contact permission to pick up student from school

No phone number or email addresses on file

Add Phone/Email
```

• Choose Home, Work or Cell phone.
• Enter the contacts phone number.
• Click Save.

```
Add Phone/Email for John

Home Phone

Save  Cancel
```
ADJUSTING A CONTACTS NAME OR RELATIONSHIP

- Click on the **OPTIONS** link.
- You can change or delete the contact.

![MISS SALLY SMITH](image1)

- Click the Change Contact tab to change the name, relationship or type.
- Make your changes.
- Click Close to save your changes.

![CLOSE](image2)

DELETING A CONTACT.

- After clicking Options click Delete Contact.
- Click YES when asked if you want to delete the contact.

![CLOSE](image3)

![CLOSE](image4)
ADJUSTING OR DELETING A CONTACTS NUMBER

- Click on the number you wish to change or click Add Phone/Email.
- Email addresses are not needed for Emergency and other contacts.

- Emergency contacts should not have any of the calling options checked off.
- Adjust the number, or if adding a number enter the number
- Click Save.
- To delete the number click Delete.