

How to View and Edit Emergency Contacts / Authorized Pickups

Hello Hubbe Parents! You have the ability to view and update your emergency contacts and authorized pickups from within your Parent Portal. This instruction sheet provides a step-by-step process of how to view and edit these contacts.

Note: Not all agencies allow parents/guardians to edit emergency contact information. If you are unable to edit contacts, please reach out to your agency administrators to get information updated.

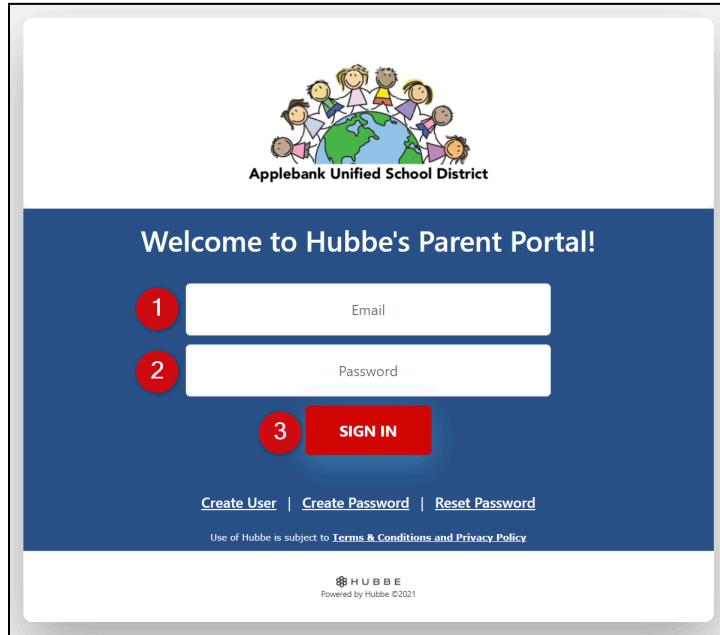
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Viewing Your Emergency Contacts

1 To view the emergency contacts listed for your household, you must first log into to your parent portal. On the parent portal login page, enter your email and password and then press “Submit.”



2 On the landing page of your portal, there will be a tab titled “Emergency Contacts / Authorized Pickups” that houses all current contacts saved for your household.

Karelle Walsh
karellewalsh@noemail.com

Menu
Search this menu...

Walsh Family
Blair Walsh
Nicholas Rack
Karelle Walsh
Emergency Contacts
Bills and Payments
Applications
Documents
Surveys
Home Visits
Messages

To Do Items (2)

1. Sign your income declaration for Walsh Family
2. Upload all requested documents in Enrollment Documents (7)

General Information

Applebank USD Contact
Phone Number: (714) 351-0638
Email: info@applebankusd.edu.BAD
Website: www.applebankusd.edu

Emergency Contacts / Authorized Pickups

Emergency Contact	Authorized Pickup
Tyler Walsh Gender: Male Relationship: Uncle Phone 1: (989) 777-6909 PIN: TW1010 Primary Language: English	Regina Walsh Gender: Female Relationship: Grandmother Phone 1: (555) 555-5555
	Danni Walsh Gender: Female Relationship: Aunt Phone 1: (777) 222-4444 PIN: DW2231 Primary Language: English

Note: Authorized Pickup contacts are people who can pick up and drop off your child, but will not be included on any emergency card downloads for your student.

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You can also navigate to your “Emergency Contacts” page by clicking on the ‘Emergency Contacts’ menu option. This will lead you to a page with all current contacts.

The screenshot shows the Applebank Unified School District website interface. The top navigation bar includes a logo, a menu icon, and a home icon. The main content area is titled 'Karelle Walsh' with the email 'karellewalsh@noemail.com'. A sidebar on the left is titled 'Menu' and lists 'Walsh Family' members: Blair Walsh, Nicholas Rack, Karelle Walsh, and 'Emergency Contacts'. The 'Emergency Contacts' option is highlighted with a red box and a red arrow pointing to it. The main content area displays four emergency contacts in cards:

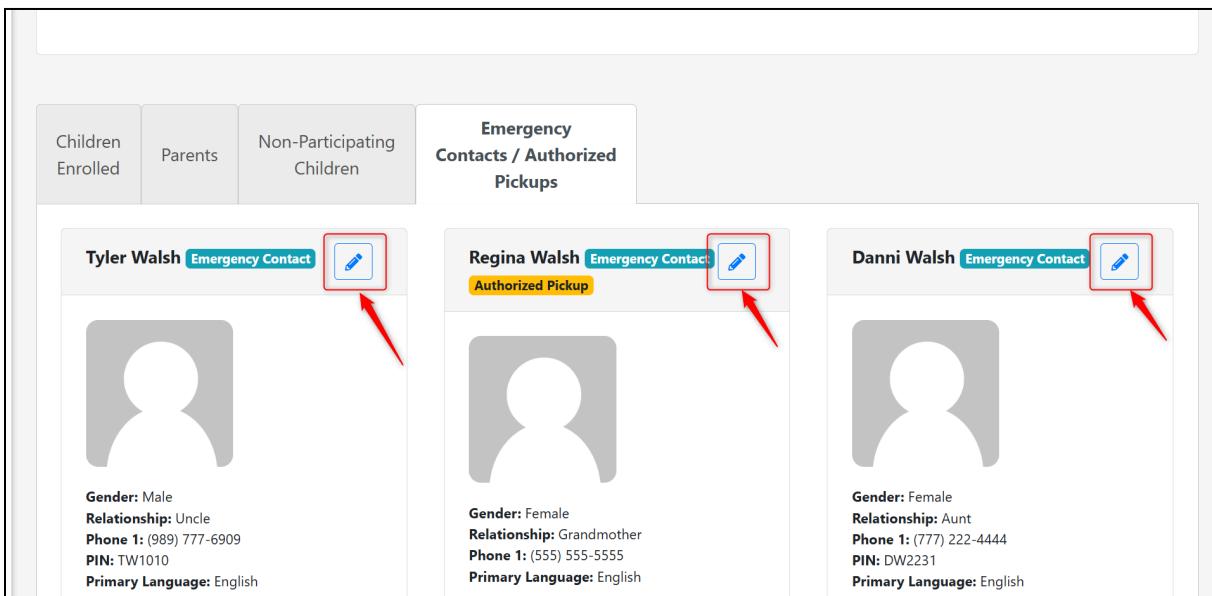
- Tyler Walsh** (Emergency Contact): Emergency Contact ID: EC001182, Relationship: Uncle, Phone 1: (989) 777-6909, PIN: TW1010, Gender: Male, Primary Language: English.
- Regina Walsh** (Emergency Contact, Authorized Pickup): Emergency Contact ID: EC12099018, Relationship: Grandmother, Phone 1: (555) 555-5555, Gender: Female, Primary Language: English.
- Danni Walsh** (Emergency Contact): Emergency Contact ID: EC001183, Relationship: Aunt, Phone 1: (777) 222-4444, PIN: DW2231, Gender: Female, Primary Language: English.
- John Walsh** (Emergency Contact, Authorized Pickup): Emergency Contact ID: EC12099019, Relationship: Grandson, Phone 1: (555) 555-5556, PIN: DW2232, Gender: Male, Primary Language: English.

Note: Not all agencies allow parents/guardians to edit emergency contact information. If you are unable to edit these contacts, please reach out to your agency administrators to get information updated.

Updating Your Emergency Contacts/Authorized Pickups

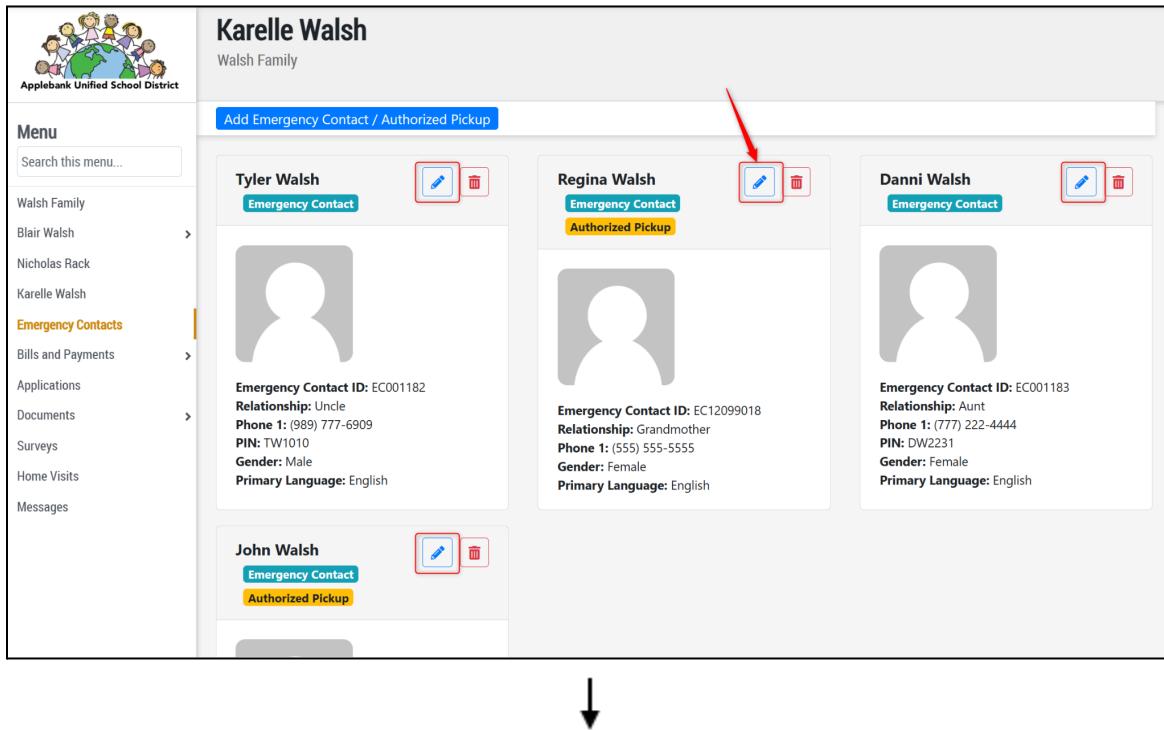
1

To update your emergency contacts and authorized pickups, use the blue pencil icon on either the Parent Portal landing page's tab, or the dedicated “Emergency Contacts” page from the menu options.



Emergency Contact	Authorized Pickup
Tyler Walsh Emergency Contact Gender: Male Relationship: Uncle Phone 1: (989) 777-6909 PIN: TW1010 Primary Language: English	Regina Walsh Emergency Contact Authorized Pickup Gender: Female Relationship: Grandmother Phone 1: (555) 555-5555 Primary Language: English
Danni Walsh Emergency Contact Gender: Female Relationship: Aunt Phone 1: (777) 222-4444 PIN: DW2231 Primary Language: English	

OR



Applebank Unified School District

Karelle Walsh

Walsh Family

Add Emergency Contact / Authorized Pickup

Emergency Contact	Authorized Pickup
Tyler Walsh Emergency Contact Gender: Male Relationship: Uncle Phone 1: (989) 777-6909 PIN: TW1010 Primary Language: English	Regina Walsh Emergency Contact Authorized Pickup Gender: Female Relationship: Grandmother Phone 1: (555) 555-5555 Primary Language: English
John Walsh Emergency Contact Authorized Pickup	Danni Walsh Emergency Contact Gender: Female Relationship: Aunt Phone 1: (777) 222-4444 PIN: DW2231 Primary Language: English

In the modal that opens, you can edit any of the fields (including the PIN code). To save the changes, use the blue “Save” button.

Update Emergency Contact/Authorized Pickup

Select the type of contact:

Emergency Contact Authorized Pickup Only

Photo

[Upload](#) [Remove](#)



Emergency Contact ID: EC001182 First Name: Tyler Last Name: Walsh

Relationship To Child: Uncle Gender: Male Phone Number 1: (989) 777-6909

Phone Number 2: Email: Portal Pin: TW1010

Address: City: State: Zip:

This emergency contact is Authorized to pick up the child(ren) from the school/childcare: No Yes

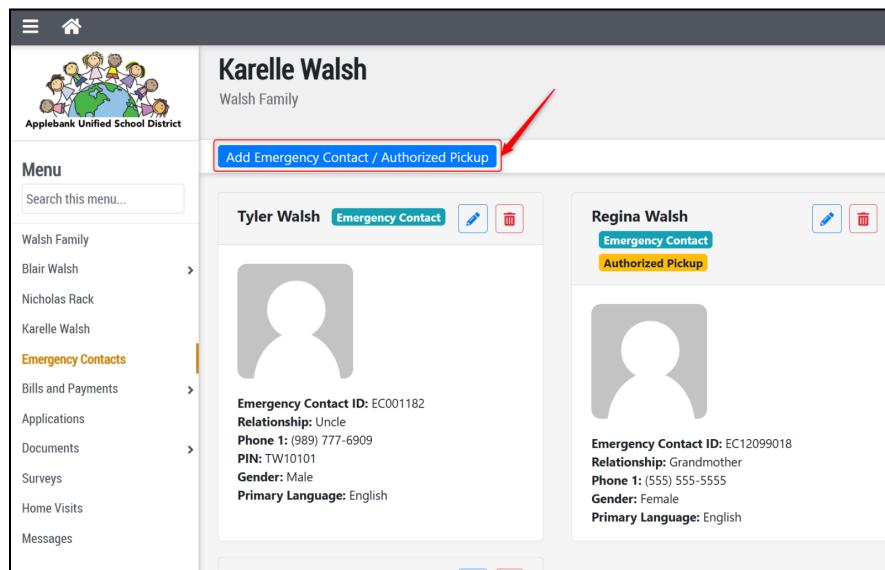
This emergency contact is a current or former Head Start or Early Head Start participant: No Yes

Primary Language: English

[Cancel](#) [Save](#)

Adding an Emergency Contact / Authorized Pickup

To add an emergency contact, or authorized pickup, navigate to the dedicated “Emergency Contacts” page. Then click on the blue “Add Emergency Contact / Authorized Pickup” button at the top of the page.



Karelle Walsh
Walsh Family

[Add Emergency Contact / Authorized Pickup](#)

Tyler Walsh [Emergency Contact](#) [Edit](#) [Delete](#)



Emergency Contact ID: EC001182
Relationship: Uncle
Phone 1: (989) 777-6909
PIN: TW10101
Gender: Male
Primary Language: English

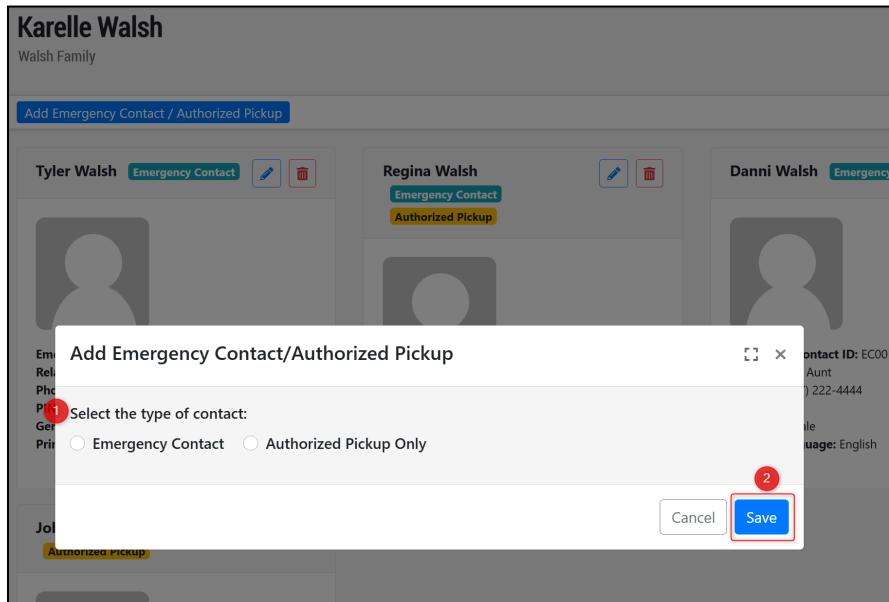
Regina Walsh [Emergency Contact](#) [Authorized Pickup](#) [Edit](#) [Delete](#)



Emergency Contact ID: EC12099018
Relationship: Grandmother
Phone 1: (555) 555-5555
Gender: Female
Primary Language: English

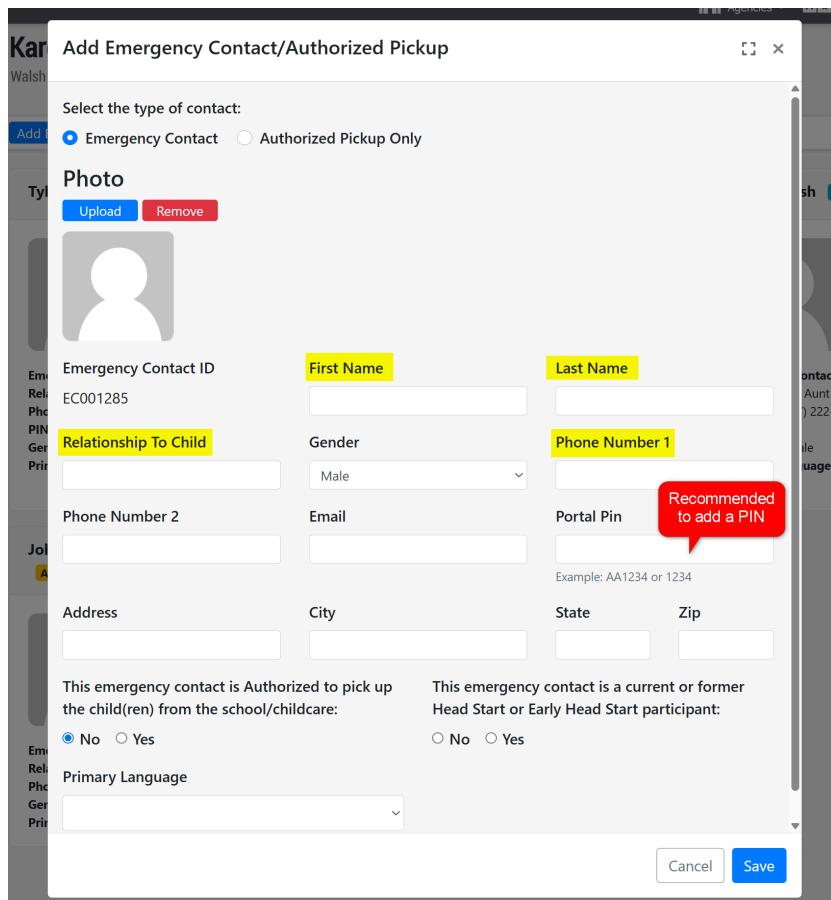


In the modal that opens, select which type of contact you would like to create, then click “Save”



In the modal that opens, you will be required to add the contact's First Name, Last Name, Relationship to Child, and at least one Phone Number. All other fields are optional, but recommended to answer. When done, click the blue “Save” button to add this contact to your household's account

Note: The authorized pickup contact will not include as many fields as the emergency contact (i.e. Email and Address). The emergency contact modal also allows you to select if you would like to allow this contact to pick up your child.



Emergency Contact ID: EC001285

Relationship To Child: Male

Phone Number 1: (Red callout bubble: Recommended to add a PIN)

Phone Number 2: (Red callout bubble: Recommended to add a PIN)

Address: (Red callout bubble: Recommended to add a PIN)

City: (Red callout bubble: Recommended to add a PIN)

State: (Red callout bubble: Recommended to add a PIN)

Zip: (Red callout bubble: Recommended to add a PIN)

This emergency contact is Authorized to pick up the child(ren) from the school/childcare: No Yes

This emergency contact is a current or former Head Start or Early Head Start participant: No Yes

Primary Language: (Red callout bubble: Recommended to add a PIN)

Removing an Emergency Contact / Authorized Pickup

To remove an emergency contact, or authorized pickup, navigate to the dedicated “Emergency Contacts” page. Then click on the red trashcan icon next to any contact’s card. You will be asked to confirm the deletion. Once you click the red “Delete” button, this contact will be removed from your household’s account and all future downloaded emergency cards.

