How to View Emergency Contacts

Duration (Mins): 1 minute 50 seconds

Hello Parents! This tutorial video will show you how to view the emergency contacts listed on your parent portal account, including the different ways to navigate to this information. Please *click here* to access the help video.

Video Narration

Hello and welcome parents! My name is Kendra, and today, I'll be showing you How to View Your Emergency Contacts.

Upon logging in, you will land on the parent portal landing page. This is one of two places where you can view Emergency Contact information.

Near the bottom of the parent portal landing page, you'll notice a tab titled "Emergency Contacts." If you click on this tab, you can see your listed emergency contacts and their information, such as phone number, PIN for the eSignature Portal (if assigned one), and their email. It is important to check the information listed for all contacts so that it is accurate if needed during an emergency.

There is one other place to find this information, to navigate there we will click on "Emergency Contacts" listed in the side Menu.

We have now navigated to the Emergency Contact record where all your emergency contacts will be displayed in a card. This information is automatically populated from your family application by the Hubbe data system. Here you can view and check the information listed for each contact. If an edit is needed, contact your agency administrator to update this information.

It is important to keep this information up-to-date as it is included in Emergency Card downloads kept by your child's teachers in the event of an emergency.

This concludes the tutorial video on How to View Emergency Contacts. Please check out our other help videos to learn more.

Have a wonderful day and thanks for watching!