

HOW TO UPDATE OR REMOVE EMERGENCY CONTACTS FOR THE STUDENT/ CHILD

Emergency Contacts = Approved Pickup Persons in our Extras dismissal system

Just this week, ARUX , our Parent Portal platform provider has updated the process for Parents to add/update your child's Emergency Contacts for MASP EXTRAS students.

Below is a more detailed set of instructions than what is in the Parent Welcome Letter.

TO ADD AND TAG A NEW EMERGENCY CONTACT =APPROVED PICKUP PERSON FOR YOUR STUDENT- (YOU MUST TAG THE PERSON YOU WANT TO HAVE PICKUP PERMISSIONS AS AN EMERGENCY CONTACT FOR US TO SEE THEM IN OUR DISMISSAL APP)

- Login to your Parent Portal account on www.myafterschoolprogram.com
- On refresh, you should be on your dashboard, the screen that says: Welcome to your Account...
- From there, in the box with the child's name on it, click RELATIONSHIPS
- On the next screen, Child name will be at the top. You have two options:
 - Click MODIFY PERSON to modify child information OR
 - Click ADD RELATIONSHIP and add or remove an Emergency Contact or other contact
- If adding a New Relationship, once you have clicked ADD RELATIONSHIP, a box will come up that says WHO TO ADD
- In the box that says Select a Person, click in that box to create NEW PERSON and then add the steps to details how that person has a relationship to the child.
- When it asks what is the relationship to the child- this is where you tag as EMERGENCY CONTACT. If it asks if they are also an Authorized Pickup Person- say yes.
- You will have to complete the * fields, but **BE SURE TO ADD A PHONE NUMBER FOR EACH EMERGENCY CONTACT YOU HAVE in case we need to reach them.**
- Click SAVE at the bottom.

TO REMOVE SOMEONE as an EMERGENCY CONTACT:

- Click the name of that person listed under the child's RELATIONSHIPS and
- Go through the Editing *child name* Relationships screen fields and where it says is individual an Emergency contact for your child, SELECT NO

Then SAVE at the bottom.

You can check your work by going back into the child profile and look at who is listed as an Emergency Contact.

Email me if you have any questions.