Instructions for Home Access Center

EMERGENCY CONTACT INFORMATION UPDATES

1. Log on to Home Access Center (Go To: www.pmsd.org; Helpful Links; Home Access Center) with your current username and password. If you do not know your username and/or password, you must contact your child's school building.

2. From the Home Access Center Homepage, click on the Registration Icon
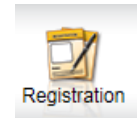
3. Click on the Update Registration Tab
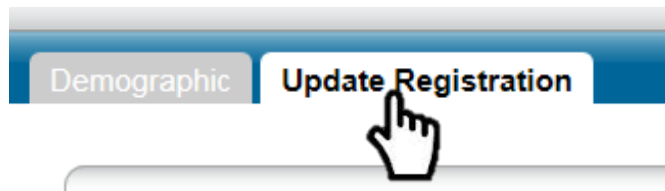
4. Click on 'New.' This will open a new browser window. Please ensure that your web browser is set to Allow Pop-Ups.
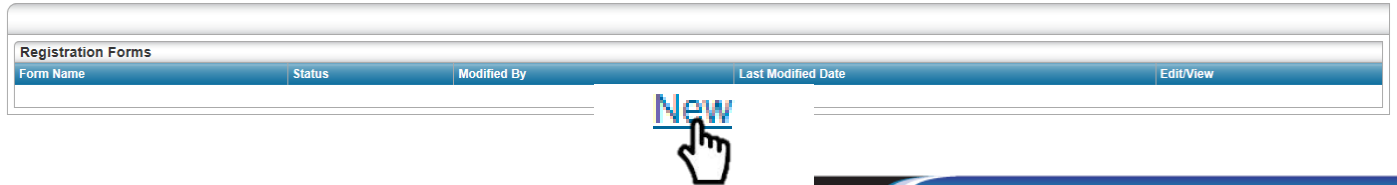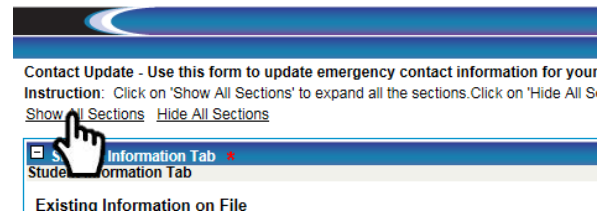

5. Click on 'Show All Sections' at the top left of the screen.

Review each section of the form for accuracy and, if you have NO CHANGES TO BE MADE, skip ahead to Step 11 and follow the instructions

6. Make any changes necessary to the contact information for students, guardians, and emergency contacts. For changes to the Student Information Tab, spelling of student name or correction to birthdate, contact your child's school.

7. Under the Address and Phone section, please make any changes to the student's physical and/or mailing address. Any changes you make will be highlighted in yellow.


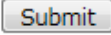You must click Save before any changes will be saved.

8. Under the Contact Information section, please make any changes to the guardian and/or emergency contact information. Click on Edit to expand the window where you can change the information. You also have the opportunity here to adjust the contact priority.
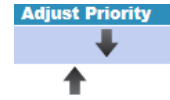
Any changes you make will be highlighted in <mark>yellow</mark>.

9. Utilize Section 4 to update any Family Physician or Medical Provider information.

10. You must use the Documents Section at the bottom of the page *ONLY IF YOU HAVE MADE A CHANGE TO THE STUDENT'S ADDRESS. Address Changes require additional documentation to prove residency, so this section allows you to attach supporting documents as listed in the description.
    Please click on the text 'Click here to upload new file' and attach your documents in .pdf or .jpg format
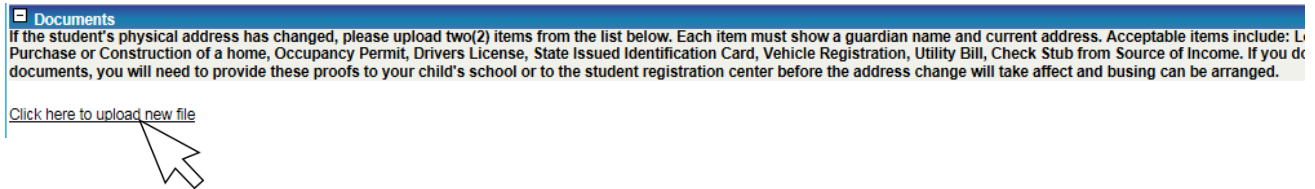
11. Once all of your changes have been made AND SAVED, please check the box 'I agree' and click Submit. *If you had NO CHANGES to be made, you must <u>still click save</u>* *in one of the sections above to activate the* *button.*

12. You may close the window after you click submit.

13. If you have additional children in the district, you must fill out a form for each child.